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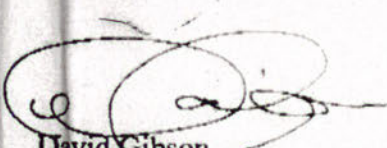
United States
Department of
Agriculture

Rural Economic
and Community
Development Services

4949 Kirschling Court
Stevens Point, WI 54481
(715) 341-0023
TDD (715) 345-0341
FAX (715) 341-4095

TO: Lee Patterson
Ellie Dettrey
SUBJECT: Replacement of AmeriCorps Members
DATE: October 27, 1995

It is the normal policy of RECD AmeriCorps to allow replacement of AmeriCorps Members who leave service within the first six months of the program. Because of budgetary constraints, I have refused most requests for this current program year. However, the USDA Office of National Service feels that the Pennsylvania RECD AmeriCorps program is a very high priority. Therefore, Dr. Comp's request to re-fill his vacant position is granted. This will bring your program back up to the five Member complement originally agreed to. Thank you very much for your assistance in this matter. If you have any questions, please do not hesitate to call.


David Gibson
RECD AmeriCorps Coordinator

cc: Dr. Allen Comp
Joel Berg

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FD File
FmHA

INFORMATION MEMORANDUM TO THE ADMINISTRATOR

TO: Ms. Deborah Matz

FROM: Jim Coyle
FmHA AmeriCorps Coordinator

RE: AmeriCorps Budget - Status Report

DRAFT

This is to report all pertinent information and data to date regarding the budgetary and funding aspects of FmHA's participation in AmeriCorps.

I - PLANNED EXPENSES & FUNDING SOURCES

The original cost (see attachment) for each FmHA AmeriCorps participant was initially planned to be \$25,000 which was to include all salaries and expenses:

$$\$25,000 \times 60 = \$1,500,000$$

Additional FmHA expenses associated with AmeriCorps implementation were determined to be \$540,000:

FmHA FTEs:	6 X \$50,000 = \$	300,000
supplies/training/travel/etc.:	60 X \$ 4,000 = \$	<u>240,000</u>

$$\text{GRAND TOTAL} = \$2,040,000$$

To help support the AmeriCorps project, FmHA requested \$6,000 per participant from the Corporation for National and Community Service:

$$\text{requested AmeriCorps contribution: } 60 \times \$6,000 = \$360,000$$

FmHA agreed to contribute the remaining \$1,680,000 from program funds.

II - CURRENT EXPENSES & FUNDING

The original salary for participants was determined to be \$20,000. Subsequent negotiations reduced this to \$15,000 and then to \$13,000 where it now stands.

Due to the reduction in salaries, USDA requested \$1,000 per participant from the Corporation. In awarding an AmeriCorps grant to the USDA, the Corporation only allotted \$300 per FmHA AmeriCorps participant. Also, FmHA agreed to an additional 6 participants to match the number of participants working with RDA. Subsequent program planning reduced the number of FTEs required from 6 to 1.

DRAFT

Due to these changes, the sources and amount of funding have changed:

FmHA Participant salaries:	66 X \$13,000	= \$ 858,000
FmHA FTE (Regional Coordinator):	1 X \$50,000	= \$ 50,000
supplies, training, travel etc.:	66 X \$ 4,000	= \$ 264,000

TOTAL EST. AMERICORPS EXPENSES: = \$1,162,000

AmeriCorps contribution: 66 X \$ 300 = \$ 19,800

GRAND TOTAL - FmHA AMERICORPS CONTRIBUTION = \$1,142,200

III - SOURCES OF FmHA AMERICORPS FY94 & FY95 FUNDING

Source of funding for FmHA AmeriCorps activities in FY94 is taken from 3 different programs. \$1,200,000 has been set-aside from the:

"Packaging Grants for Underserved Rural Areas"
(509(g) 96)

&

"Technical and Supervisory Assistance Grants" (525)

programs, and an additional \$300,000 has been set aside from the:

"Outreach and Technical Assistance Grants for
Socially Disadvantaged Farmers" (Section 2501 of
the Food, Agricultural, Conservation, and Trade
Act of 1990 (7 U.S.C. 2279)).

Copies of the obligating documents are attached. These funds are "no-year" funds in that they will carry over from FY94 to FY95 without either obligating or spending.

Total FY94 & FY95 funds available = \$1,500,000

Although it is anticipated that funds will be obligated and spending initiated in FY94, the majority of the program funds should be spent in FY95 because participants are not due at the various project sites until September 19, 1994. While there will be modest expenses related to AmeriCorps in FY94 such as training and travel, most of the actual salaries and related administrative expenses for the AmeriCorps participants themselves will take place in FY95.

Given the current funding and anticipated program operation costs, there will be an estimated \$357,800 in excess funds:

Total FY94 & FY95 funds available	= \$1,500,000
FmHA AmeriCorps expenses	= <u>\$1,142,200</u>

ESTIMATED EXCESS FUNDS = \$ 357,800

DRAFT

IV - AMERICORPS PROGRAM EXPENDITURE SYSTEM

As of the date of this memo, the AmeriCorps financial planner, Ron DeMunbrun, is working with the National Finance Center (NFC - New Orleans), the Corporation for National and Community Service, and Departmental administrative officials to develop a salaries & expenses/payment system to accomodate AmeriCorps participants. NFC will pay AmeriCorps participants in the same manner as regular Federal FTE employees. The details of this payment system are currently being developed.

At this point in time, there is no account available for the transfer of the FmHA AmeriCorps-designated funds from the above-named sources.

V - FmHA AMERICORPS - ESTIMATED FUNDING FY96

The contract signed between the Corporation for National and Community Service and the USDA in June, 1994, approved the operation of the AmeriCorps program at the USDA for three (3) years. Given the Secretary's enthusiasm and support for AmeriCorps, it is anticipated that the entire USDA AmeriCorps program, and therefore FmHA's role in it, will double in FY96. Therefore, the program will need to fund 132 participants, with related expenses increased by a factor of 5% to account for inflation:

FmHA participant salaries:	132 X \$13,650	= \$1,801,800
FmHA FTE salary:	1 X \$52,500	= \$ 52,500
supplies, travel, training, etc:	132 X \$ 4,200	= \$ 554,400

ESTIMATED FY96 AMERICORPS OPERATING EXPENSES = \$2,408,700

VI - CONTACT NUMBERS

For any questions regarding the above, please call:

FmHA AmeriCorps Coordinator: Jim Coyle (202) 690-3505
USDA AmeriCorps Coordinator: Ron DeMunbrun (202) 690-3894

Attachment

AmeriCorps/USDA

Rural Development Corp

Office of the Administrator, Farmers Home Administration

Michael V. Dunn, Administrator

To: Joel Berg, Office of National and Community Service
Subject: Proposal for a Rural Development Professional Corp

FmHA Goals and Objective: To elevate and advance the capacity development of the Appalachia area, the Mississippi Delta, the Four Corners and the Flood Recovery States through the National and Community Service AmeriCorps by incorporating the existing resources of FmHA. FmHA will support a Rural Development Corp by providing the following:

1) STAFF SERVICES: Utilize selected FmHA staff from designated regions of the United States to work on a rotating basis for AmeriCorps. The staff will provide technical assistance and training to AmeriCorp participants who will perform various rural development support initiatives to accentuate the Department of Agriculture's AmeriCorps agenda, including but not limited to the following:

- ERAN LUYKNE
52/523
518/55
- 23/523
26/533
- 13/523
23/533
- PKC
2501
- 333
RE-I
1. Outreach to explain to rural residents how to apply for FmHA programs. This can be achieved through community participation, community-based organizations and 1890 Landgrant Institutions.
 2. Work to implement the new inventory housing initiatives, new rural rental housing diversity initiative and technical assistance through the single family home buyer counseling in partnership with community-based and 1890 institutions.
 3. Work on pilot projects to help rural residents build new homes. This may be either through contracts or self-help construction methods.
 4. Work with economically and socially disadvantaged farmers to use FmHA programs through cooperative efforts with other USDA agencies.
 5. Establish small business planning developers and information brokers with RDA, ACS, AMS and other market-oriented organizations to assist in the assessment and development of markets for unique local products.

- 2-50
M.F.I.
- 3-23
F.L.C.
6. Collaborate with RDA, ACS, AMS and other market oriented organizations to help small and limited farmers develop alternative markets.
 7. Work with FmHA Rental Congregate Housing for the elderly to promote living assistance and health care for the immobile elderly and the physically challenged.

2) SUPPORT SERVICES: FmHA will coordinate with the USDA 1890 Liaison and assist AmeriCorps with excess equipment: 30, AT&T 382/300/310 computers (and 313/314 monitors); ten Genicom DP55 printers; 30, 2400 modems; office furnishings and other select excess equipment for the designated pilot sites.

FmHA AmeriCorps initiatives will strengthen rural America in diverse areas by working collectively to ensure the integrity of the National and Community Service vision of public service. AmeriCorps participants will also help to build a cadre of trained and experienced recent college or professional graduates to recruit for agriculture business and professions in USDA.

FmHA proposal will be implemented uniformly as follows:

FmHA program funding authorities will be assessed with a special effort to utilize AmeriCorp participants in facilitating the deliver of these programs and special initiatives. AmeriCorp participants will help improve the FmHA delivery system and improve customer service. The funds request will be submitted to the Office of General Counsel by the Department for approval. Funding is requested for AmeriCorp participants at an estimated cost of \$25,000.00 each (\$19,000.00 paid by FmHA and \$6,000.00 by the National and Community Service Corporation/AmeriCorps). The participants will work in FmHA offices under the direction of FmHA staff.

FmHA Participants

FmHA will designate staff persons with the responsibility of providing technical assistance, training and supervision to AmeriCorp participants.

FmHA Programs

The agency programs will be administered through Rural Housing Construction and Rehabilitation, Rural Rental Family and Elderly, Special Initiatives and Outreach for farmer programs.

Proposed FmHA AmeriCorps Budget--FY 1994

AmeriCorp participants:

Estimated (sixty participants in the six regions)

$$\text{FmHA--60} \times \$19,000.00 = \$1,140,000.00$$

$$\text{AmeriCorps--60} \times \$6,000.00 = \underline{\quad 360,000.00 \quad}$$

$$\$ \quad 1,500,000.00$$

FmHA Staff Participants:

Estimated (six full-time positions for the six regions on a rotational basis not to exceed one year) $6 \times \$50,000 = \$300,000.00$

Other Support FmHA Services:

FmHA Sponsored Excess Property and Administrative Supplies:

$$60 \times \$4,000.00 = \underline{\$240,000.00}$$

$$\text{Total Projected Cost} = \$2,040,000.00$$

$$\text{FmHA's Contribution} = \$ \underline{1,680,000.00}$$

$$\text{USDA/AmeriCorps Contribution} = \$ \underline{360,000.00}$$

AGENCY: Farmers Home Administration

SITE APPLICATION # _____

NAME: FmHA Housing Project

TASK #	SUPPORT/FUNDS	APPROPRIATIONS	AUTHORIZING LEGISLATION
To be identified	\$1, ² 0 00,000	Program Loan Costs	Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 1994 - P.L. 103-111, Title III
	Staff in local FmHA offices to provide training and guidance		
		Alternative fund source: Packaging grants for underserved rural areas (509(g)(6) and Technical and Supervisory Assistance Grants (525)	Housing Act of 1949: Section 509(g)(6)--42 U.S.C. 1479 and Section 525 42--U.S.C. 1490(e)

AGENCY: Farmers Home Administration

SITE APPLICATION # _____

NAME: FmHA Farm Assistance Project

TASK #	SUPPORT/FUNDS	APPROPRIATIONS	AUTHORIZING LEGISLATION
To be identified	\$500,000 300 —	Outreach and Technical Assistance Grants for socially disadvantaged farmers	Section 2501 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 2279)

FARMERS HOME ADMINISTRATION

Supervisory and Technical Assistance Grants:

For grants pursuant to sections 509(g)(6) and 525 of the Housing Act of 1949, \$2,500,000, to remain available until expended.

Supervisory and Technical Assistance Grants

Appropriation Act, 1994.....	\$2,500,000
Budget Estimate, 1995.....	2,500,000
Change in Appropriation.....	<u>0</u>

PROJECT STATEMENT

(On basis of appropriation and
on basis of obligations under available funds)

Project	1993 Actual	1994 Appropriated	Increase or Decrease	1995 Estimated
Supervisory & technical assistance grants.....	0	\$4,500,000	\$1,000,000	\$5,500,000
Unobligated balance available, start of year.....	\$-2,500,000	-5,000,000	2,000,000	-3,000,000
Unobligated balance available, end of year.....	5,000,000	3,000,000	-3,000,000	0
Total Appropriation.....	2,500,000	2,500,000	0	2,500,000

Staff-years are reflected in the Salaries and Expenses Project Statement.
Note - Under the Secretary's proposed reorganization plan this account will be part of Rural Housing and Community Development Service.

EXPLANATION OF PROGRAM

This grant program is authorized under section 509 of the Housing Act of 1949, as amended. Grants are made to public and private nonprofit organizations for packaging loan applications for housing assistance under the various housing programs of the Agency. The assistance is directed to very low-income families in underserved areas where at least 20 percent of the population is below the poverty level and at least 10 percent or more of the population resides in substandard housing.

FARMERS HOME ADMINISTRATION
GEOGRAPHIC BREAKDOWN OF OBLIGATIONS
1993 and Estimated 1994 and 1995

Supervisory Technical Assistance Grants

	1993 Amount	1994 Amount	1995 Amount
Total Avail./Est....	--	7,500,000 a/b/	2,500,000 a/

a/ Cannot be distributed by geographic area in advance.
b/ Includes carryover of \$5,000,000.

FARMERS HOME ADMINISTRATION

The 1995 Budget Estimates include proposed language for this item as follows (new language underscored; deleted matter enclosed in brackets):

Outreach [and Technical Assistance Grants] for Socially Disadvantaged Farmers

For grants and contracts pursuant to section 2501 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 2279), [\$3,000,000]
\$5,000,000, to remain available until expended.

Outreach and Technical Assistance Grants for Socially Disadvantaged Farmers

Appropriation Act, 1994.....	\$3,000,000
Budget Estimate, 1995.....	<u>5,000,000</u>
Increase in Appropriation.....	<u>2,000,000</u>

PROJECT STATEMENT
(On basis of appropriation)

Project	1993 Actual	1994 Appropriated:	Increase	1995 Estimated
Outreach and technical assistance grants for socially disadvantaged farmers, appropriation....	0	\$3,000,000	\$2,000,000	\$5,000,000

Staff-years are reflected in the Salaries and Expenses Project Statement.
Note - Under the Secretary's proposed reorganization plan this account will be part of Farm Service Agency.

EXPLANATION OF PROGRAM

This grant program is authorized under section 2501 of the Food, Agriculture, Conservation, and Trade Act of 1990. The Secretary of Agriculture is empowered to make grants to eligible community based organizations with demonstrated expertise in providing agricultural education or other agricultural related services to socially disadvantaged groups. Also eligible are the 1890 Land-Grant Colleges including Tuskegee Institute, Indian tribal community colleges, Hispanic servicing post-secondary educational institutions, post-secondary educational institutions having the required expertise.

Justification of Increase

An increase of \$2,000,000 for socially disadvantaged farmers outreach and technical assistance grants (\$3,000,000 available in FY 1994).

Need for change. The increase is needed to insure that socially disadvantaged groups are receiving the benefits of the agricultural programs carried out by the Department of Agriculture.

Nature of Change. The funding is provided for outreach and assistance programs which will bring more farmers and ranchers included in the socially disadvantaged groups into the mainstream of the agricultural programs that are part of the Department of Agriculture.

Geographic breakdown of estimated obligations of \$3,000,000 for fiscal year 1994 and \$5,000,000 for fiscal year 1995 cannot be distributed in advance.

AGENCY INITIATIVES

CUSTOMER SERVICE AND OUTREACH

OPERATIONAL

Fhmc

INITIATIVE	OBJECTIVE	ACTIONS
Work Force Diversity	Agency work force will be consistent with the rural population of the State.	● Increase percentage of Black, Hispanic, Asian and American Indian employees. ● Promotions of minorities will reflect State's work force – Break the "Glass Ceiling." ● Hire, retain and develop quality minority and women employees.
Management and Servicing Goals	Establish Agency goals with emphasis on customer service and program outreach.	● Establish State customer service plans to identify our clients and recognize their needs. ● Reduce application processing time. ● Provide services to clients who cannot obtain them without our assistance. ● Target funds to Socially Disadvantaged Applicants. ● Assist borrowers in achieving and sustaining success.
Native American Conference	The Agency organized conference to overcome cultural barriers and improve outreach.	● Improve communications about the type of programs available. ● Discuss ways to enhance participation. ● Identify barriers and understand cultural differences.
Info Share	The Agency is participating in a Team USDA automation effort.	● Participate with 5 other Agencies to coordinate automation support systems. ● Provide leadership and/or participate in 6 major functional areas. ● Dedicate 11 full time and 29 part time personnel.
Coordinated Assessment Review Study	The Agency is examining one of its major control functions to improve usefulness to field personnel.	● Survey field personnel on the current CAR process and identify areas where the control feedback loop can be more beneficial to field staff. ● Compile survey results and provide recommendations to Agency managers.

AGENCY INITIATIVES

CUSTOMER SERVICE AND OUTREACH

HOUSING PROGRAMS

INITIATIVE	OBJECTIVE	ACTIONS
Housing for the Homeless	SFH Inventory Properties are leased to house homeless.	● Identify potentially eligible public bodies and non-profit organizations in 9 targeted States. ● Enter into lease agreements for program and non-program properties.
Rural Rental Housing Diversity	Improve and diversify participation in 515 program.	● Identify target states based on unemployment, income, substandard housing, and population. ● Set aside \$7 Million 515 funds for up to 200 units. ● Begin in FY 1994.
SFH Inventory for Self-Help	Inventory property will be repaired through mutual self-help housing initiative.	● Authorize selected states to repair and market SFH inventory using self-help method. ● Sell inventory properties to eligible families and make subsequent loans for repairs. ● Contract with Self-Help grantee to repair and sell to participating applicants.

AGENCY INITIATIVES

CUSTOMER SERVICE AND OUTREACH

HOUSING PROGRAMS

INITIATIVE	OBJECTIVE	ACTIONS
Home Buyer Counseling	Train and counsel clients to be successful in home ownership.	● Contract for development of Home Buyers Handbook. ● 1890 Institutions will be eligible to receive grants. ● Provide counseling on a number of issues related to receiving a loan. ● Begin implementation in February 1994.
Self-Help Technical Assistance Contracts	Provide training and management assistance to self-help grant applicants.	● Assist grantees to establish sound and ethical business practices. ● Assist field staff with grantee performance evaluation. ● Help grantees identify management problems.
Labor Housing Technical Assistance	The Agency will promote the development of farm worker housing in high need areas.	● Use contractors to assist local sponsors in applying for funds and managing facilities. ● Identify farm workers needing assistance.

AGENCY INITIATIVES

CUSTOMER SERVICE AND OUTREACH

FARMER PROGRAMS

INITIATIVE	OBJECTIVE	ACTIONS
Outreach and Assistance Grants	Through this initiative the Agency will assist family-sized farmers and ranchers to be successful.	● Transfer \$1 million from Extension Service to fund 5-year outreach plans. ● Expand accessibility to underserved groups. ● Reverse decline of socially disadvantaged farmers and ranchers.
Rural America Conference	The Agency organized conference to demonstrate its commitment to serving minority farmers.	● Enhance the participation of limited resource and minority farmers in Agency programs. ● Promote Team USDA. ● Identify areas of responsibility for outreach for both Land Grant Institutions and the Agency. ● Use conference information to establish better Agency procedures.
Small Farmer Training and Technical Assistance	The Agency will improve small farmers' ability to operate a farming enterprise which will produce income adequate to service debts, maintain operations, and provide a quality standard of living.	● Through grants to 1890 Institutions and other eligible applicants, provide training and management assistance to family-sized farmers. ● Make 1 to 3 site visits per month to each farmer. ● Provide training which includes individualized farm plans, production and marketing practices, and account and record keeping.

AGENCY INITIATIVES

CUSTOMER SERVICE AND OUTREACH

FARMER PROGRAMS

INITIATIVE	OBJECTIVE	ACTIONS
Emergency Loan Processing	Emergency Loan processing will be expedited and simplified.	● Modify processing steps and underwriting requirements. ● Use in-house appraisers to facilitate processing. ● Use Application Booklet to make processing easier and quicker.
SDA Applicant Handbook	Provide a handbook which gives specific guidance for enhancing the viability of SDA farmers and ranchers.	● Develop clear SDA policies/procedures and provide uniform information and technical assistance. ● Direct County Supervisors to implement outreach efforts. ● Identify alternative enterprises to keep SDAs in farming. ● Provide information to SDAs about buying/leasing inventory farms.
Farm Foreclosure Review	Conduct a thorough review of farm foreclosures to ensure procedures were followed.	● As directed by the Secretary, review borrower files and continue servicing if error is found. ● Coordinate with Secretary's office, OGC and OIG. ● Respond to each borrower reviewed with the review results.
SDA Videos	The Agency will improve communications with small and limited resource farmers.	● Prepare 2 videos targeted at small and limited resource farmers. ● Use videos as a training tool to communicate policy, reduce confusion and maximize outreach.



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

SUBJECT: Rural Development Accomplishments

TO: Bob Nash
Under Secretary for Small Community
and Rural Development

FROM: Michael V. Dunn
Administrator
Farmers Home Administration

As you requested, we have assembled a description of the Agency's rural development accomplishments since January 1993. Several are new initiatives begun this calendar year which are on-going activities; others have already been completed.

Attachment



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Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, D.C. 20250

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

WORK FORCE DIVERSITY

If the Agency is to provide services in an equitable manner to a diverse rural population, it is essential that our work force is generally consistent with the rural population in a State. To achieve this, goals were established for FY 94, and accomplishments will be assessed quarterly.

- o States' work force will be diverse and representative of the client population.
- o Work force diversity achievement is based on percent increase in Black, Hispanic, Asian, and American Indian employees.
- o Promotions will be consistent with work force composition.
- o Promotions of minorities and women will reflect States' work force - break the glass ceiling.
- o New hires and separations will reflect States' work force composition.
- o Hire and retain and develop quality minority and women employees.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

MANAGEMENT AND SERVICING GOALS

The Agency is changing the way it conducts its operations. A key element in which changes will come about is through Management and Servicing Goals established for each State Office for FY 1994.

CUSTOMER SERVICE

- o We will reduce the time it takes to process and application.
- o Plans will be established by each State to identify our clients and recognize their needs.
- o Agency programs will be provided to assist borrowers to become successful.
- o A Home Ownership "counseling demonstration program" will be developed for applicants and borrowers.
- o Customers' views will be incorporated into our decision making process.

PROGRAM OUTREACH

- o We will provide our services to those who cannot or are not likely to obtain them without assistance.
- o Personnel will provide quality technical and financial supervision and counseling services.
- o Agency funds are targeted to Socially Disadvantaged Applicants.

PROGRAM MANAGEMENT

- o Agency staff and services will provide a support system to assist borrowers in achieving and sustaining success.
- o Recognizing our obligation to the taxpayer, Agency programs will be administered to conserve resources and reduce costs.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

OUTREACH TO NATIVE AMERICANS
"Building Partnerships Between FmHA, RDA & Native Americans"

To overcome communication and cultural barriers and improve our outreach to the Native American community, the Agency co-sponsored a conference with the Intertribal Agriculture Council on September 28-29, 1993, to demonstrate that it is committed to building partnerships with Native Americans, tribal colleges, tribal councils, and advocacy groups.

OBJECTIVES:

- o Communicate to the Native American community the types of programs and assistance available to underserved areas.
- o Discuss ways to enhance the participation of Native Americans in Agency programs;
- o Identify and confront the barriers that exist in understanding cultural differences and consider approaches to effectively overcoming those barriers;
- o Express Team USDA's commitment to help the Native American community by exploring opportunities for future outreach initiatives.

CONFERENCE:

- o Attendees:
 - o FmHA National Office senior management staff; State Directors, and State Indian Coordinators and select program chiefs from States with reservations;
 - o Representatives from the agencies of RDA, ASCS, SCS, ES, & FNS;
 - o Representatives from the IAC; American Indian advocacy groups and housing authorities; and Indian community colleges;
 - o Representatives from approximately 30 tribes;
 - o Congressional staff members
- o Agenda topics included a USDA Showcase with agencies providing a brief overview of available programs as well new initiatives being proposed.
- o Breakout sessions provided more specific details and information in the areas of Farmer Programs, Housing Programs, Rural Development Programs, and Career and Educational Opportunities.

FOLLOW-UP:

- o The agency organized two Native American Task Forces -- one for Farmer Programs and one for Housing Programs, comprised of both National Office and field employees.
- o The task forces will work with the IAC and Indian advocacy groups to implement opportunities to overcome barriers and recommend program enhancements to meet better the needs of the Native American community.
- o The task force member will work on-site with tribal leaders at a variety of Indian reservations.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

INFO SHARE

FmHA is fully committed to the Secretary's goal of Team USDA. One of the most important aspects of that effort will be development of the automated support systems that will support collection, manipulation, transmission, and storage of the data needed to efficiently deliver programs to a diverse rural population. Info Share is the process by which we will design, develop and implement those new support systems. Info Share is a partnership of FmHA and five other agencies; ASCS, ES, FCIC, RDA, and SCS. FmHA's current commitment to the Info Share teams is as follows:

BUSINESS PROCESS ANALYSIS:

- o FmHA has three members on the core team
- o FmHA is lead agency on the strategy for selecting an information engineering (IE) methodology and the automation tools to support business process analysis. Accomplishments:
 - The IE methodology has been selected, James Martin.
 - The contract for a test laboratory in which to test various information engineering software tools has been awarded to Fu Associates, Inc.
- o FmHA is the lead agency on two "Fast Track" projects.
 - Farm & Home Plan
 - Inventory Property System
- o FmHA has Farmer Program and Housing Program representatives on the other projects.
- o Program representatives have been named to lead the development of the Farm Service Agency (FSA) Information Systems Plan (ISP). Training has been provided and a project plan is being prepared.
- o A project plan is being prepared to carry out the major BPA strategy of defining the Field Office of the Future.

DATA ADMINISTRATION:

- o FmHA has a representative on the core team.
- o FmHA is lead agency on the strategies for developing database management requirements and specifications, and procuring data repository software.

AUTOMATED INFORMATION SYSTEMS:

- o FmHA is providing the team leader, Sheri McFarlane.
- o This team will provide all the automation programming to implement the BPA applications. FmHA will commit many resources, as they are needed, for this effort.
- o FmHA has the lead for development of the Common Access Manager and acquisition of the ICase tools.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

TECHNICAL:

- o This activity will culminate in the procurement of the new computing platform for the FSA and rural development agencies that will be used into the next century.
- o FmHA is active in prototyping of the future computing environment and developing the necessary acquisition vehicles.

TELECOMMUNICATIONS:

- o FmHA is providing significant support for the State-Wide Network, expanding INTERNET access to all participating agencies, and design of the future local network and telephone systems.
- o Accomplishments:
 - o Kentucky has been selected as the pilot state for the network.
 - o An INTERNET connection has been established for FmHA use.
 - o Nearly half of the State Offices are now using the new telephone systems.

TRAINING:

- o FmHA is providing the team leader, Ned Futoran.
- o FmHA is supporting the development of the training and education plan and meeting training needs for Info Share teams.

IMPLEMENTATION:

- o FmHA is active in development of a hardware and software delivery methodology, and establishing a process to keep FSA employees informed.
- o FmHA is also assisting in development of a migration plan to minimize the disruption of moving from our current hardware/software environment to the Field Office of the Future.
- o In general, FmHA has over 40 people assigned to Info Share tasks, 11 full-time and the remainder part-time, and has allocated over \$3 million for the program.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

COORDINATED ASSESSMENT REVIEW (CAR) RE-EVALUATION

Several concerns have been raised by top Agency managers and field personnel about the effectiveness of the current CAR process. A study has been initiated to examine the CAR content and the field employees perception about this aspect of the Agency's control mechanisms. A task force is being assembled and will be comprised of both National Office and field employees to ensure both perspective are represented in the development of an effective process.

The CARs are part of the Agency's control system to ensure procedures are being followed.

- o In FY 94, the Agency has budgeted \$255,000 to conduct 17 one week CARs.
- o Field personnel will be surveyed and asked to respond to a series of questions. Responses will be collected from County, District, and State Offices.
- o The survey will identify quality, usefulness, and helpfulness issues.
- o Survey results will be used to identify trends and areas for improvements.
- o The goal is to identify options to make the process helpful to field managers and staff.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

TRANSITIONAL HOUSING FOR THE HOMELESS

Recognizing the continuing National concern for the plight of the homeless, an Agency initiative was developed to lease Single Family Housing units in inventory for transitional housing for the homeless.

- o Special authority has been given to 9 states with the largest number of SFH inventory properties.
(AL, AR, GA, LA, MS, OK, SC, TX, & VA)
- o Leases are authorized for non-program properties to house the homeless. Guidelines will be developed to reclassify under utilized program properties to make them available for leases.
- o SFH inventory properties may be leased to public bodies and non-profit organizations.
- o Outreach efforts have been taken to identify and contact potentially eligible organizations.
- o The Agency has discussed this initiative with FARM AID, an organization dedicated to improving the quality of life for farmers and rural residents. Many nonprofit organizations affiliated with FARM AID are expected to become more involved with transitional housing for the homeless by utilizing SFH properties.
- o As a result of outreach activities, the number of SFH leases has increased from 25 to 97 in 5 months (6/93 to 11/93).
- o This represents a 288% increase in just 5 months.
- o The estimated value of leased the 97 leased properties is \$3.3 million.
- o 7 of the 9 targeted states now have leases to house the homeless. Texas has the largest number - 28 leases.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**RURAL RENTAL HOUSING
DIVERSITY DEMONSTRATION PROGRAM**

This initiative focuses the Agency's resources on improving the diversity of participants in the Section 515 Rural Rental Housing Program.

OBJECTIVES:

- o Encourage applicants of limited gross income who have little or no previous participation in the program.
- o Provide housing in unserved and underserved areas.
- o Create an economic stimulus to the local economy by encouraging procurement of labor, goods and services from the local community.

ACTIONS TAKEN:

- o Initiative need identified and diversity concept developed.
 - o \$7 Million in Sections 515 funds dedicated to initiative - sufficient for 200 units.
 - o Framework provided for identifying 7 states with high need areas as reflected by census data on:
 - o Unemployment
 - o Population
 - o Income
 - o Substandard Housing
- (AR, KY, LA, MS, NM, PR & WV)
- o Regulations are being developed to implement the demonstration program which is expected to begin in January 1994.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**SINGLE FAMILY HOUSING INVENTORY FOR
MUTUAL SELF HELP HOUSING**

The Agency is rehabilitating its SFH inventory property through an initiative using Mutual Self Help Housing. This initiative not only serves to reduce inventory but more importantly it provides a method to provide our services to low and very low income clients.

- o Selected states are authorized to repair and market SFH inventory properties by the Mutual Self Help Housing method.
- o Special authority has been given to 9 states with the largest number of SFH inventory properties (AL, AR, GA, LA, MS, OK, SC, TX, & VA).
- o The initiative is to be accomplished by:
 - o Selling inventory properties to eligible families and making a subsequent loan for repairs.
 - o Contracting with a Self Help Housing grantee to make repairs. Repaired homes would be sold to participating applicants.

BENEFITS:

- o Mutual Self Help Housing rehabilitation serves to assist the Agency in outreach efforts to find qualified unserved and underserved applicants.
- o The initiative teaches low and very low income families the construction and maintenance of homes.
- o Homeowners generally realize equity at loan closing due to their labor contribution.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**HOME BUYER EDUCATION AND
COUNSELING PROGRAM**

This program will

- o Train and counsel applicants and borrowers to be successful in obtaining and maintaining a home.
- o Obtain information about the home ownership process and the type of follow-up counseling needed after the loan has been made.

TOPICS:

Planning for home ownership.
Credit analysis.
Household budgeting.
Application process.
Loan closing
Taxes and insurance.
Maintenance and operation
Builders warranty.

Interest credits
Eligible loan purposes
Site and building requirements
Subsidy recapture.
Graduation to private credit.
FmHA home visits
Loan servicing options

PROGRESS:

- o Implementation scheduled for February 1994.
- o Agency has contracted for development of a Home Buyer's Education Handbook.
- o Technical and Supervisory Assistance Grants availability notice being prepared for Federal Register.
- o 1890 Institutions will be eligible to receive grants.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**SELF HELP TECHNICAL AND MANAGEMENT
ASSISTANCE CONTRACTS**

This initiative provides training and management assistance to self-help grant applicants with approved preapplications, new grantees, and existing operating grantees.

- o Grantees are assisted with the resolution of management problems and in the establishment of sound and ethical business practices.
- o FmHA staff are assisted in the evaluation of grantee performance and the correction of noted grantee deficiencies.
- o Self-help grantees with potential management problems have been identified.
- o Access is provided to potential grantees throughout each region.
- o The use of regional contractors is continued. Four contractors will be refunded through competitive contracting process.
- o The Associate Administrator has participated in two training sessions with Self-Help Technical Assistance contractors.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**FARM LABOR HOUSING TECHNICAL
ASSISTANCE CONTRACTS**

This program outreach initiative promotes the development of housing for farm workers in areas of high need without current farm housing.

- o Contractors assist local sponsors in applying for FmHA farm worker housing funds.
- o Contractors assist sponsors in preparing to manage the facility when completed.
- o Farm workers have been identified as a client group needing special support.
- o Efforts continue to have contractors in all regions:
 - o Contractors serving the northeast, mid-Atlantic, southeast, midwest, and northwest States will continue to receive funds
 - o New proposals to replace expiring contracts are currently being authorized in the south-central and southwestern States.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**OUTREACH AND ASSISTANCE
GRANTS PROGRAM**

This initiative will assist family-sized farmers and ranchers to be successful in their farming and ranching operations, to further participate in agricultural programs, and remain an integral part of the agriculture community,

- o \$1 million originally appropriated to the Extension Service was transferred to FmHA.
- o Funding is available to design 5-year outreach plans to reverse the decline in socially disadvantaged farmers and ranchers.
- o Special efforts were made to make the 1890 Land Grant Institutions aware of this program.
- o A selection committee reviewed the proposals received under the Outreach Grant Program.
- o Our goal is to further expand our accessibility to underserved groups and ultimately have a more diversified group of Cooperators.
- o On 9/17/93 Secretary Espy awarded grants to 21 Colleges and Community based organizations to develop 5-year plans.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

RURAL AMERICA CONFERENCE
"Strategies for Survival of Small Farmers in the 90's"

The Agency held a conference in Vicksburg, Mississippi on April 22-23, 1993, to demonstrate to small and minority farmers and FmHA employees that this Administration will give emphasis to serving minority farmers in order to improve their outlook for the future. The conference provided the opportunity to also revitalize our relationships with the 1890 Land Grant Institutions and community-based organizations and convey to them the Administration's outreach commitment.

OBJECTIVES:

- o Identify areas of responsibility for Land Grant Institutions and Farmers Home Administration;
- o Enhance the participation of limited resource and minority farmers in Agency programs and develop strategies for the future;
- o Identify the areas of responsibility for both the Land Grant Institutions and express the Agency's emphasis on being farmer and customer friendly and promote Team USDA.

CONFERENCE:

- o Alcorn State University -- one of the Agency's leading 1890 Cooperators -- co-sponsored the conference.
- o Participants in the conference included:
 - ◆ 1890 College Presidents
 - ◆ University staff
 - ◆ Advocacy Groups
 - ◆ USDA Liaison Officers
 - ◆ Extension Service
 - ◆ ASCS
 - ◆ SCS
 - ◆ FmHA National Office staff
 - ◆ State Directors
- o The workshops provided the opportunity for the 300+ participants to strengthen our partnerships.
- o Information and ideas from the conference will help establish procedures to assist small farmers who are unable to obtain needed assistance on their own.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**SMALL FARMERS TRAINING AND
TECHNICAL ASSISTANCE PROGRAM**

This program was established to enhance the ability of small farmers to operate a farming enterprise independently and produce income adequate to service debts, maintain farm operations, and provide a reasonable standard of living.

- o Annual awards are made through cooperative agreements to 1890 Institutions and non-1890 entities.
- o The agreements call for intensive training and management assistance to family-sized farmers, particular minority farmers, in selected States.
- o Each farmer in the program is visited one to three times a month by project employees with expertise in farm management and production.
- o The instruction and technical assistance provided includes individualized custom farm plans, production and marketing practices, farm account and record keeping.
- o There are 19 active small farmer outreach training and technical assistance projects/cooperative agreements with 1890 Institutions and non-1890 entities.
- o Include in this activity is a cooperative agreement with a Native American college on the Fort Berthold Indian Reservation in North Dakota.
- o From fiscal year 1983 through fiscal year 1992, FmHA has funded projects totaling \$9.5 million.
- o Total funding for fiscal year 1993 was \$3.8 million.
- o The duration period for cooperative agreements will increase from 18 months to 5 years.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**RURAL HOUSING LOAN POLICIES, PROCEDURES,
AND AUTHORIZATION**

Regulation (1944-A) revisions are underway that will make the program more consistent with traditional mortgage lending.

- o Size and design restrictions are eliminated. "Modest" housing will be limited to 85 percent of the maximum dollar limitation, giving applicants more latitude in the type of housing FmHA will finance.
- o The budget is eliminated. Ratios of 29 percent for the PITI and 41 percent for the MOTI will be implemented.
- o Application selection and processing has been completely revised.
- o A new system for calculating interest credit assistance will be implemented. There will no longer be a calculation based on real estate taxes, insurance, and other deductions. Interest rates will be predetermined according to a ratio of adjusted family income to median income.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

EXPEDITE EMERGENCY LOAN PROCESSING

Several changes have been initiated in an effort to provide better service to our customers. Especially critical at this time are the actions taken to expedite application processing for emergency loans.

- o Eliminate certain processing steps - Financial Analysis Worksheets have been waived.
- o Modify underwriting process - eliminate pre-application review and rely on post-application reviews.
- o Use in-house appraisers to expedite processing.
- o Use abbreviated application for subsequent loans for same disaster designation.
- o Use recently developed application booklet which:
 - o Assists in understanding paperwork.
 - o Contains all needed forms in one document.
 - o Reduces the cost and time of processing.
- o Regulations changes will be implemented to assist flood victims:
 - o Emergency loan eligibility calculations will be revised so that disaster related assistance/compensation would not be included in calculations but would be considered when determining the emergency loss loan entitlement.
 - o The need to do two real estate appraisals will be eliminated.
 - o Current lien on all assets collateral requirements will be modified to only require a lien equal to 150 percent of the amount of the loan
- o Emergency "Jump Teams" have been established which are comprised of experienced loan officers and support staff. These teams will be deployed at a State's request to help process loans.
- o Training will be conducted in mid-January 1994 via video-conference to all County Offices in disaster affected States.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

SOCIALLY DISADVANTAGED APPLICANT HANDBOOK

This initiative focuses the Agency's resources on outreach efforts to increase the diversity of our borrowers. The handbook will provide the Agency, land-grant institutions and other community based organizations with a resource to enhance the viability of Socially Disadvantaged farmers and ranchers.

- o Clear policies and operating procedures are developed for outreach and targeting loan funds for SDAs.
- o Uniform information and technical assistance is provided to assist SDA applicants and borrowers.
- o Guidance is provided so that each County Supervisor carries out an extensive outreach program at the county level.
- o Alternative enterprises are highlighted, giving additional options to SDA applicants and borrowers to remain in farming.
- o SDA applicants and borrowers are provided clear information on availability of assistance in acquiring/leasing inventory farmland.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

FARM FORECLOSURE REVIEW

The Agency temporarily suspended farm foreclosures and implemented an extensive review process. The Administration determined that a thorough review was needed to ensure that proper procedures were followed and that all borrowers were treated fairly.

- o A temporary suspension of FmHA farm foreclosures was announced by the Secretary on March 5, 1993.
- o Borrowers facing foreclosure, upon request, received a complete review of their entire relationship with the Agency.
- o Detailed reviews were completed in concert with the Secretary's office, OGC and OIG.
- o Each borrower who requested a review received a reply from the Secretary, advising of the review findings.
- o If a borrower had not received all rights, the case was returned to the State to resume servicing at the point of the error.
- o The identified weaknesses in servicing procedures resulted in:
 - o A written guide for pre-foreclosure servicing.
 - o Specific training needs being identified.
 - o Consistent servicing procedures.
 - o Equal and fair treatment.

FARMERS HOME ADMINISTRATION
RURAL DEVELOPMENT ACCOMPLISHMENTS

**SMALL DISADVANTAGED FARMERS/RANCHERS
OUTREACH VIDEOS**

Videos have become a useful communication and education tool. Oftentimes, it takes a certain skill to bridge the communications gap and reach small and limited resource farmers. The production of outreach videos will provide the field staff with the necessary support to improve our outreach efforts.

- o A contract will be awarded to produce two videos on small and limited resource farmers/ranchers including SDAs. It is anticipated that the videos will be provided to users by July 1994.
- o A contract was awarded to develop scripts for the videos; scripts are expected to be finalized and accepted by February 1994.
- o Used as a training tool, the videos will enhance policy uniformity and clarity.
- o Videos will be done in a style and format to increase communications with the target population.
- o A uniform approach will reduce confusion and maximize outreach efforts.



(FIR)
FmHA

NOV 25 1994

TO: Karl Stauber, Deputy Under Secretary
Office of Policy & Planning

FROM: Jim Coyle, AmeriCorps Coordinator
RHCD *Jim Coyle*

SUBJECT: FY95 Travel for the RHCD AmeriCorps Coordinator

This is to request \$8,000 for travel, per diem, and related expenses necessary to fulfill my responsibilities as the RHCD coordinator for the AmeriCorps program.

A proposed travel budget is attached and justification for site visits to RHCD AmeriCorps work sites and related conferences is below.

BACKGROUND

As you know, AmeriCorps is the President's domestic service initiative where members perform work in a wide variety of areas of domestic concern under the supervision and guidance of existing social service agencies and organizations. USDA is supporting 1,200 members; of these, RHCD is supporting 59 and RCBP is supporting 67, or approximately 10% of the Department total.

Each of these members receives a \$12,000 stipend and an academic award of \$4,725 for their 1700 hours of service. In addition, members can elect to receive health and child care benefits at their option. Most members will complete this first term of service in the late summer of 1995.

RHCD/RCBP AMERICORPS MISSION

RHCD members will be engaged primarily in "outreach" for housing and farmer grant and loan programs, and will target underserved groups and emphasize underutilized programs wherever possible. RCBP members will be placed with communities that have applied for Empowerment Zone and/or Enterprise Community (EZ/EC) status and will assist those communities in organizing, development planning, etc.

LOCATIONS

RHCD and RCBP members have been placed in proximity to one another in 15 states (AR, AZ, CA, KY, LA, MS, NC, NM, OR, SC, TN, TX, VA, WA, WV) in 6 different geographic regions: Appalachia, South Carolina, the Mississippi Delta, the Colonias (TX, NM, AZ, CA), Four Corners (AZ, NM), and the Pacific Northwest. Most members are assigned to individual offices and organizations in 97 places within those regions (location listing is attached).



SITE VISITS/INSPECTIONS

It is critical that as many of the sites be visited as soon as possible because:

- o AmeriCorps is a major Presidential initiative to which RHCD & RCBF have committed over \$2.1 million in support funds and attendant effort;
- o this is the first year of the program and will form the basis for future years;
- o everyone, including myself and the on-site supervisors, is new at this, so we need to meet to share opinions, experiences, etc.;
- o a lot of attention may soon be focused on the program, so we need to have it running correctly as soon as possible;
- o we have already discovered some minor problem areas that were "hidden" in that they were not brought to our attention by the RHCD/RCBF officials involved.

RHCD AMERICORPS COORDINATOR TRAVEL PLAN

AmeriCorps-related travel falls into 3 major categories:

- o state/site visits;
- o state and/or regional conferences/training;
- o a national USDA/AmeriCorps training conference, probably in Des Moines, possibly to coincide with a Presidential "summit" on rural issues.

Estimated costs for each of these types of travel is attached.

SITE VISITS - JUSTIFICATION

For the reasons cited above, I would very much like to visit as many of the sites as possible.

Appalachia:

RHCD is supporting 9 members in 4 of the 5 Appalachia states: KY, NC, TN, VA. Any site visit would include all of these states at the same time. Appalachia is within a one-day drive of Washington, so I would use my own car, saving money.

South Carolina:

RHCD is supporting 9 members in South Carolina, which is a region unto itself. I would also use my own car to visit South Carolina.

Mississippi Delta:

The greatest concentration of RHCD-supported AmeriCorps members (13) is in AR, LA, and MS.

The Colonias:

TX, in addition to being the largest RHCD/AmeriCorps state geographically, also contains the largest number of RHCD/RCBD AmeriCorps members (17) of any single state. TX is also where the RHCD is supporting a so-called "regional facilitator" to oversee the interaction of the RHCD and RCBD members, provide administrative and training support, and publicize the program. A site visit is important to demonstrate support for this concept of interagency coordination, as well as for the facilitator herself.

A site visit to TX could be undertaken by itself, or combined with visits to colonias areas in AZ, NM, and CA.

Four Corners Area:

AZ and NM are those 2 states that contain AmeriCorps members working on 2 separate and distinct issues: Native American concerns and border housing improvement. A visit to this area could be combined with a visit to the colonias operations area.

Pacific Northwest:

RHCD supports most of the AmeriCorps members (10 out of a total of 13) in this region.

REGIONAL CONFERENCES - JUSTIFICATION

Many of the states and regions have or will be sponsoring AmeriCorps conferences, often in conjunction with other USDA agencies and sometimes in conjunction with other AmeriCorps organizations. The next one is on November 28-30 in Cortez, Colorado, organized by SCS, for all USDA AmeriCorps members in the Four Corners/Colonias regions; the RCBD coordinator will be attending.

These conferences are important because AmeriCorps members and their supervisors from all the participating USDA agencies attend, and they also serve as important forums for discussing and improving the program. Important training for the support and accomplishment of each agencies mission through AmeriCorps is also provided.

I would like to attend at least three (3) of these meetings/conferences.

NATIONAL TRAINING - JUSTIFICATION

The President was planning to hold a one-day rural issues summit in Des Moines on December 1, and to introduce and prominently feature the USDA AmeriCorps program there. As many AmeriCorps members as possible would be attending from all over the country, and it would be a great national showcase for the program.

The summit has now been postponed or possibly cancelled. If postponed, I would want to attend when rescheduled. If cancelled, the RHCB coordinator and myself are still planning on holding a national USDA AmeriCorps conference in Des Moines as

soon as possible. Separate training monies for this (but not for my travel) have already been set aside from the general funds supporting AmeriCorps.

RCBD COORDINATOR - APPROVED TRAVEL

As you may know, David Gibson, the RCBD AmeriCorps coordinator on detail from the Wisconsin state office, already has an approved travel budget which will permit at least as much travel as I am requesting. Dave has already spent the week of October 31-November 4 visiting sites in New Mexico, and will also be attending the SCS Four Corners regional conference on November 28-30 in Cortez, Colorado.

I feel that, in addition to the reasons already cited, it is also imperative that I be allowed and supported in the undertaking of the travel proposed in order that I might contribute my fair share in this joint RHCD/RCBD coordinative effort.

CONCURRENCE

Please indicate your approval/denial/approval with changes of the requested travel in the signature block below.

☐ APPROVE

☐ DENY

☐ APPROVE WITH THE FOLLOWING CHANGES: _____

Signature

Date

CONCLUSION

If you have any questions regarding this or any other aspect of AmeriCorps, please call me at 690-3505, -6.

cc: Joel Berg ✓
John Pentecost

Attachments (2)

PHOTOCOPY
PRESERVATION

PHOTOCOPY
PRESERVATION

**RDA/FmHA AmeriCorps Member Sites
And
Number of Volunteers**

Appalachia				
State	County	Town	FmHA	RDA
KY	Bell	Middlesboro		1
KY	Floyd	Prestonburg	1	1
KY	Knott	Hazard		1
KY	Knox	Barbourville	1	1
KY	Laurel	London		1
KY	Pulaski	Monticello	1	
KY	Russell	Russell Springs		1
State	County	Town	FmHA	RDA
NC	Ashe	Jefferson	1	
NC	Haywood	Waynesville	1	
NC	Henderson	Hendersonville	1	
NC	Madison	Marshall		1
NC	Watauga	Boone		1
State	County	Town	FmHA	RDA
TN	Campbell	Jellico		1
TN	Claiborne	Tazewell	1	
TN	Grainger	Rutledge		1
TN	Greene	Greeneville	1	
TN	Hancock	Sneedville		1
TN	Johnson	Mountain City		1
TN	Scott	Huntsville		1
State	County	Town	FmHA	RDA
VA	Lee	Jonesville	1	
State	County	Town	FmHA	RDA
WV	Lincoln	West Hamlin		1
WV	Logan	Logan City		1
WV	Marion	Fairmont		1
WV	McDowell	Wilcoe		2
WV	Mingo	Williamson		1
WV	Monongalia	Morgantown		1
Grand Total			9	20

**RDA/FmHA AmeriCorps Member Sites
And
Number of Volunteers**

Mississippi Delta				
State	County	Town	FmHA	RDA
AR	Monroe	Brinkley		2
AR	Phillips	Helena		1
AR	Poinsett	Jonesboro	1	1
AR	St. Francis	Forrest City	1	1
State	County	Town	FmHA	RDA
LA	Catahoula	Jonesville	1	
LA	Concordia	Ferriday	1	
LA	East Carroll	Lake Providence	1	1
LA	Franklin	Winnsboro	1	1
LA	Madison	Tallulah	1	1
LA	Morehouse	Bastrop	1	
LA	Rapides	Pineville		1
LA	Rapides	Boyce		1
LA	Richland	Rayville	1	
State	County	Town	FmHA	RDA
MS	Adams	Natchez	1	1
MS	Bolivar	Cleveland		1
MS	Bolivar	Indianola		
MS	Claiborne	Lorman		1
MS	Coahoma	Clarksdale		1
MS	Hinds	Jackson	2	1
MS	Holmes	Lexington		1
MS	Sunflower	Indianola		1
MS	Tallahatchie	Webb		1
MS	Washington	Greenville	1	
MS	Washington	Stoneville		1
MS	Yazoo	Yazoo City		1
Grand Total			13	20

**RDA/FmHA AmeriCorps Member Sites
And
Number of Volunteers**

Colonias & Four Corners				
State	County	Town	FmHA	RDA
AZ	Apache	Window Rock	1	1
AZ	Cochise	Douglas	1	
AZ	Cochise	Wilcox	1	
AZ	Coconino	Flagstaff	1	
AZ	Pinal	Eloy		1
AZ	Pinal	Casa Grande		1
State	County	Town	FmHA	RDA
CA	Imperial	El Centro	2	1
State	County	Town	FmHA	RDA
NM	Bernalillo	Albuquerque	1	
NM	Cibola	Grants		1
NM	Dona Ana	Las Cruces	1	2
NM	Luna	Deming	1	1
NM	McKinley	Gallup		1
NM	San Juan	Aztec	1	
State	County	Town	FmHA	RDA
TX	Cameron	San Benito	1	
TX	Dimmit	Carrizo Springs	1	1
TX	Duval	San Diego		1
TX	El Paso	El Paso	1	1
TX	Frio	Devine		1
TX	Hidalgo	Weslaco		1
TX	Hidalgo	Edinburg	2	
TX	Jim Hogg	Hebbronville	1	
TX	Jim Wells	Alice		1
TX	Maverick	Eagle Pass		1
TX	Starr	Rio Grande City	1	
TX	Webb	Laredo		1
TX	Willacy	Raymondville	1	
TX	Zavala	Unvalde		1
Grand Total			18	18

**RDA/FmHA AmeriCorps Member Sites
And
Number of Volunteers**

South Carolina

State	County	Town	FmHA	RDA
SC	Allendale	Allendale	1	1
SC	Bamberg	Denmark	1	
SC	Beaufort	Beaufort	1	1
SC	Beaufort	St. Helena City	1	
SC	Marion	Marion	1	
SC	Orangeburg	Orangeburg	1	2
SC	Sumter	Sumter	2	1
SC	Williamsburg	Kingstree	1	1
Grand Total			9	6

Pacific Northwest

State	County	Town	FmHA	RDA
OR	Baker	Baker City	1	
OR	Coos & Curry	Coquille	1	
OR	Douglas	Roseburg	1	
OR	Josephine	Grants Pass		1
OR	Lane	Oakridge	1	
OR	Malheur	Ontario	1	
OR	Morrow	Pendleton	1	
OR	Union	La Grande	1	
State	County	Town	FmHA	RDA
WA	Chelan	Wenatchee	3	
WA	Grant	Moses Lake		1
WA	Yakima	Yakima		1
Grand Total			10	3

**AANTICIPATED/ESTIMATED COSTS FOR RHCD AMERICORPS COORDINATOR
SITE VISIT & CONFERENCE ATTENDANCE TRAVEL***

TYPE	REGION - TYPE	CITY	UNIT \$	x	TOTAL COST
Site Visit	APPL - mileage	DC - Lexington - DC	\$0.25	1070	\$267.50
Site Visit	APPL - mileage	In the region itself	\$0.25	200	\$50.00
Site Visit	APPL - per diem	Lexington KY	\$81.00	1	\$81.00
Site Visit	APPL - per diem	Kingsport TN	\$73.00	1	\$73.00
Site Visit	APPL - per diem	Asheville NC	\$75.00	1	\$75.00
Site Visit	SCAR - mileage	DC - Savannah - DC	\$0.25	1200	\$300.00
Site Visit	SCAR - mileage	In the region itself	\$0.25	200	\$50.00
Site Visit	SCAR - per diem	Beaufort SC	\$76.00	4	\$304.00
Site Visit	DELT - air fare	DC - Little Rock	\$128.00	1	\$128.00
Site Visit	DELT - air fare	Alexandria LA - DC	\$177.00	1	\$177.00
Site Visit	DELT - car rent	Little Rock AR	\$30.00	4	\$120.00
Site Visit	DELT - per diem	Little Rock AR	\$72.00	1	\$72.00
Site Visit	DELT - per diem	Alexandria LA	\$74.00	1	\$74.00
Site Visit	DELT - per diem	Jackson MS	\$82.00	1	\$82.00
Site Visit	DELT - per diem	Natchez MS	\$77.00	1	\$77.00
Site Visit	COLO - air fare	DC - Fort Worth TX	\$228.00	1	\$228.00
Site Visit	COLO - air fare	Fort Worth TX - Harlingen	\$119.00	1	\$119.00
Site Visit	COLO - air fare	Uvalde TX - El Paso TX	\$100.00	1	\$100.00
Site Visit	COLO - car rent	McAllen TX	\$30.00	3	\$90.00
Site Visit	COLO - per diem	McAllen-Laredo-Uvalde TX	\$85.00	3	\$255.00
Site Visit	COLO - car rent	El Paso TX	\$30.00	5	\$150.00
Site Visit	COLO - per diem	El Paso TX	\$88.00	1	\$88.00
Site Visit	COLO - per diem	Tucson AZ	\$92.00	1	\$92.00
Site Visit	COLO - per diem	Casa Grande AZ	\$76.00	1	\$76.00
Site Visit	COLO - per diem	Yuma AZ	\$84.00	1	\$84.00
Site Visit	COLO - air fare	San Diego CA - DC	\$207.00	1	\$207.00
Site Visit	FOUR - air fare	DC - Albuquerque NM	\$191.00	1	\$191.00
Site Visit	FOUR - car rent	Albuquerque NM	\$30.00	4	\$120.00

Site Visit	FOUR	- per diem Albuquerque	\$94.00	1	\$94.00
Site Visit	FOUR	- per diem Gallup NM	\$76.00	1	\$76.00
Site Visit	FOUR	- per diem Kayenta AZ	\$74.00	1	\$74.00
Site Visit	FOUR	- per diem Phoenix AZ	\$95.00	1	\$95.00
Site Visit	FOUR	- air fare Phoenix AZ - DC	\$140.00	1	\$140.00
Site Visit	PCNW	- air fare DC - Seattle WA	\$166.00	1	\$166.00
Site Visit	PCNW	- car rent Seattle WA	\$30.00	4	\$120.00
Site Visit	PCNW	- per diem Seattle WA	\$113.00	1	\$113.00
Site Visit	PCNW	- per diem Yakima WA	\$74.00	1	\$74.00
Site Visit	PCNW	- per diem Portland OR	\$97.00	1	\$97.00
Site Visit	PCNW	- per diem Medford OR	\$74.00	1	\$74.00
Site Visit	PCNW	- air fare Portland OR - DC	\$214.00	1	\$214.00
Reg Conf	RC-E	- air fare DC - Nashville	\$206.00	2	\$412.00
Reg Conf	RC-E	- per diem Nashville TN	\$86.00	4	\$344.00
Reg Conf	RC-M	- air fare DC - El Paso TX	\$226.00	2	\$452.00
Reg Conf	RC-M	- per diem El Paso TX	\$88.00	4	\$352.00
Reg Conf	RC-W	- air fare DC - Portland OR	\$214.00	2	\$428.00
Reg Conf	RC-W	- per diem Portland OR	\$97.00	4	\$388.00
Nat Conf	NACN	- air fare DC - Des Moines IA	\$113.00	2	\$226.00
Nat Conf	NACN	- per diem Des Moines IA	\$85.00	4	\$340.00

Appalachia Subtotal:	\$546.50
South Carolina Subtotal:	\$654.00
Delta Subtotal:	\$730.00
Colonias Subtotal:	\$1,489.00
Four Corners Subtotal:	\$790.00
Pacific Northwest Subtotal:	\$858.00
Eastern Region Conference:	\$756.00
Mid-Region Convergence:	\$804.00
Western Conference:	\$816.00
National Conference:	\$566.00

TOTAL COST: \$8,009.50

* as of 11-25-94; most costs based on information contained in the November 1994 "Federal Travel Directory

Compiled by: Jim Coyle, RHCD AmeriCorps Coordinator, 690-3505, -6



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

*File
FmHA*

September 14, 1994

To: James S. Gilliland
General Counsel

Through: Bob Nash
Under Secretary for Small Community and Rural Development

From: Michael Dunn, Administrator
Farmer's Home Administration

Wilbur Peer, Acting Administrator
Rural Development Administration

Subject: **Why AmeriCorps-Produced Studies Meet a Bona-Fide Need for FY94**

We are writing to seek your guidance on our proposal to use AmeriCorps Members to produce loan outreach reports and Empowerment Zone/Enterprise Community implementation plans. It is our strongly held view that the products we are seeking to obtain through contracts with AmeriCorps Rural Development Team Members meet very clear and pressing bona-fide needs for FY94 of both our agencies, as outlined in the 1990 Farm Bill and the 1993 Budget Act.

We are seeking to obtain 66 different locally-based studies assessing the effectiveness of various forms of outreach for expanding the use of Farmer's Home Administration farming and housing loans by socially and economically disadvantaged persons. We are also seeking to obtain 66 different locally-based implementation plans for the Rural Development Administration's Empowerment Zone and Enterprise Community initiative.

We stress that such products are critically needed by our agencies in FY94 --- thus meeting our understanding of a bona-fide need --- even if the AmeriCorps program did not exist.

We chose the AmeriCorps program as the delivery mechanism for these products because it is the most cost-efficient delivery mechanism available to us. Each product will, in effect, receive at least a \$5,000 non-USDA subsidy from the Corporation for National and Community Service. Consequently, AmeriCorps Members will be able to produce each study and each implementation plan for a cost to USDA of only \$16,000. If contracted out to private contractors --- as our agencies have done in the past --- such studies often cost American taxpayers hundreds of thousands of dollars. Thus, in order to comply with the Economy Act, we believe we should use the AmeriCorps program to deliver these products.



Farmers Home Administration is an Equal Opportunity Lender.
Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, D.C. 20250

What All The Products Will Contain and How They Will Be Used

The studies and implementation plans that will be produced using AmeriCorps as a delivery mechanism will help our agencies meet specific mandates placed on us by Congress.

These products will be not be theoretical "think pieces," but will concrete, reality-based tools allowing our agencies to better meet our missions on a daily basis. Such tools will be as useful --- if not more useful --- to our agencies as items we regularly procure such as more modern computers or phones.

Each product will be due for delivery by September 20, 1995. Each product will consist of at least 50 pages of text, data, graphs, and charts. Each product will include:

- o a Table of Contents;
- o Summary Statement of Findings (no longer than 3 pages);
- o an Introduction;
- o a Problem/Situation, including supporting socio-economic data;
- o a discussion --- based on both empirical data and on case studies --- of either the effectiveness of the varying types of housing and farming loan outreach provided or of the effectiveness of the implementation plan for the Empowerment Zone or Enterprise Community;
- o a statistical analysis of either the program outreach or the implementation plan;
- o Comprehensive Statement of Findings;
- o Recommendations;
- o Index; Appendices; etc.

Sixty-six of the products will be studies assessing the effectiveness of various forms of outreach in expanding the usage of Farmer's Home Administration farming and housing loans by socially and economically disadvantaged persons in 66 different counties throughout the nation. The other 66 products will be implementation plans for 66 different local strategic plans that have been included in applications to USDA's Empowerment Zone and Enterprise Community initiative.

In addition, all 132 studies and plans will provide information meeting other Congressional mandates placed on USDA in the 1990 Farm Bill. Where relevant, they will address the effectiveness of the "Rural Partnerships Investment Board" described in section 2312, the "Rural Economic Development Review Panels" described in Section 2316, the "Water and Waste Facility Financing" described in Section 2322, the "Local Technical Assistance Grants" described in Section 2341, and the "National Rural Information Center Clearinghouse" described in Section 2381.

Each of these 132 studies and plans will be distributed widely throughout our Washington and field offices, and will be made available to partner Federal, state, and local agencies and non-profit groups. Furthermore, each of these products will be made available on Internet and through the National Agriculture Library's Rural information Center.

What The Farmer's Home Administration Studies Will Provide

The farming and housing outreach loan studies will help us meet mandates placed on the Farmer's Home Administration by the 1990 Farm Bill. Section 2389, "Grants for Financially Stressed farmers, Dislocated Farmers, and Rural Families," requires that "Not less than one-half of the grant funds will be used for clinical outreach counseling and crises management assistance."

Section 2501, "Outreach and Assistance for Socially Disadvantaged Farmers and Ranchers," requires that the Secretary "provide outreach and technical assistance to encourage and assist socially disadvantaged farmers and ranchers to own and operate farms and ranches." FmHA will spend \$3.0 million on this in FY94 and has requested \$5.0 million for this in FY95. Similarly, Sections 509 and 525 call for application packaging technical assistance and counseling for low income persons seeking home ownership and housing opportunities. Thus, it is entirely reasonable for FmHA to spend an additional \$1.05 million to conduct 66 different studies to assess which methods best work to conduct such outreach.

The 66 studies will be designed to answer the basic question: Which types of public meetings, media activities, phone campaigns, door-to-door canvassing efforts, organization activities, mailings, interactions with non-profit groups, etc. are most likely to effectively provide outreach and technical assistance to socially and economically disadvantaged farmers? More broadly, each study will address how all under-served citizens can be provided better outreach to utilize FmHA's programs. We have already identified the sites for each of these studies, representing a dramatically diverse array of different regions, states, and areas that will give the agency a very broad understanding nationally of how to improve such efforts that Congress has asked us to undertake.

What The Rural Development Administration's Implementation Plans Will Provide

The Empowerment Zones and Enterprise Community (EZ/EC) implementation plans will help us meet mandates placed on the Rural Development Administration by Title XIII of the Omnibus Budget Reconciliation Act of 1993. This Act requires that all EZ/EC applications include a comprehensive strategic plan. Furthermore, the regulations published in the January 18, 1994 Federal Register require each area that receives a designation must provide implementation plans for those strategic plans. The implementation plans are described as "periodic reports for the Empowerment Zones and Enterprise Communities designated pursuant to this part. These reports will identify the community, local government, and State actions which have been taken in accordance with the strategic plan." Thus, the reports prepared by the AmeriCorps Members will help the communities fulfill this requirement.

Even if some of the applicant communities in which the RDA-sponsored AmeriCorps Members are serving do not obtain EZ/EC designations, it will still be highly useful for them to document what actions the communities have taken to implement the strategic plan. In the introductory letter in the EZ/EC Rural Guidebook, Secretary Espy and Under Secretary Nash noted that "Every community that prepares an application for the Empowerment Zones Initiative will be strengthened as it takes stock of resources and considers actions on a collaborative basis to improve the quality life in their community." Given this program design, an AmeriCorps-created implementation plan will aid every applicant community, whether or not they are formally designated with Empowerment Zones or Enterprise Communities.

Similar Products We Already Procure

Both RDA and FmHA routinely contract out for similar studies and plans. For instance, under contract/purchase order 53-3157-2-0002, FmHA provided the firm of Booz Allen & Hamilton with \$311,659 between 1/30/92--9/30/93 to conduct a nationwide assessment and then publish two studies on that assessment regarding the training needs of FmHA loan officers in the field. From 10/1/93 - 9/30/94, Booz Allen and Hamilton received an additional \$1.7 million from FmHA under this contract to run training seminars, produce training materials, and produce training reports. All these reports have goals very similar to those of the FMHA/RDA AmeriCorps reports: providing our staff with information on techniques to improve loan delivery.

Another example is contract/purchase order 53-3157-2-0004, which provided \$321,046 between 3/10/92-9/19/92 to the International Business Consultants Corporation for a report entitled, "Analysis of Single Family Rural Housing Loan Servicing System." Again, this is similar to the studies to be produced by AmeriCorps.

Why AmeriCorps Rural Development Team Members Can Do the Job Better

USDA/AmeriCorps Rural Development Team Members will be almost exclusively college and/or professional school graduates. In addition, they will all receive significant additional technical training from USDA. They will be matched up with specific communities based on how closely their skills and training match to the needs of each community. Thus, they will be uniquely suited to determine the effectiveness of FmHA and RDA programs in local areas.

Unlike similar reports the Department often commissions from Washington-based consulting firms or even from similar state firms that are often situated in state capitols, the AmeriCorps-produced reports will be able to accurately describe and assess conditions specifically at the local level --- the level at which our services are actually delivered.

Furthermore, the AmeriCorps products will be based upon knowledge gained through actual work in the communities, not through library research or simple observation.

Finally, by lasting almost a year, AmeriCorps will have a great benefit over most other studies, which are generally conducted over a much shorter period of time. Given that much FmHA and RDA work fluctuates seasonally based on changing agricultural and economic events, the year-long AmeriCorps studies will provide a much clearer picture of the full life cycle of our programs.

Why AmeriCorps Rural Development Team Members Can Do the Job At Less Cost

As already discussed above, these AmeriCorps-produced reports --- costing USDA only about \$16,000 a piece --- will meet the Economy Act's mandate that we obtain products at the lowest possible cost.

The AmeriCorps program will have an extremely low overhead, so almost all of the USDA funds will go into work that directly results in the production of the products. Because the AmeriCorps Members will work daily in the local communities, their travel costs will be much lower than those of outside consultants.

Consequently, the overhead for these products will likely be much lower than for those conducted by private contractors.

How The National and Community Service Act of 1993 Supports Such Products

Section 2 of the National and Community Service Act of 1993 mandates that AmeriCorps programs shall: "reinvent government to eliminate duplication, support locally established initiatives, require measurable goals for performance, and offer flexibility in meeting those goals." Our plan to create the studies and plans with AmeriCorps Members serving a year in local communities meets all those goals. The Act also specifies that Federal agencies can enter into cooperative agreements to meet such goals.

Further, Section 133 of the Act gives preference to AmeriCorps applications from "communities designated as empowerment zone." Thus, it is the clear intention of Congress that AmeriCorps programs and the Empowerment Zone initiative be coordinated together as closely as possible.

We hope the information we have provides a full explanation of why we believe the products describe constitute a bona-fide need for utilizing FY94 funds.

CC: Bonnie Luken, Kenneth Cohen, Tom Fox, Office of General Counsel
Dennis Kaplan, Office of Budget and Program Analysis



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

Fm HAA

September 14, 1994

To: Bonnie Luken, Kenneth Cohen, Tom Fox
Office of General Counsel

Through: Bob Nash
Under Secretary for Small Community and Rural Development

From: Michael Dunn, Administrator
Farmer's Home Administration

Wilbur Peer, Acting Administrator
Rural Development Administration

Subject: **Why AmeriCorps-Produced Studies Meet a Bona-Fide Need for FY94**

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CC: Dennis Kaplan, Office of Budget and Program Analysis

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PO2



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

Fm ~~HA~~

September 12, 1994

SUBJECT: Advisory and Assistance Services Contracts in FmHA/RDA
during FY92-94

TO: Jim Coyle
Plans and Analysis Staff

The following is a listing of contracts and purchase orders
issued in FY92-94 for advisory and assistance services in
accordance with DR 5037-1 and the Federal Acquisition Regulations
(FAR) Part 37.2.

Contract/Purchase Order No.

Description of Services

40-3157-4-0404

Littrell & Associates -
Rural & Community Development
Curriculum
9/8/94-9/30/94 \$15,000

43-3157-4-0075

Advanced Systems Technology -
Curriculum Development
9/1/94-9/24/94 \$24,400

40-3157-4-0214

Advanced Systems Technology -
Curriculum Development
3/22-23/94 \$2,400

40-3157-2-0205

Advanced Systems Technology -
Review & Fine-tune Strategic
Planning Process by FmHA
\$14,400

40-3157-4-0162

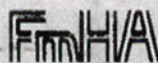
International Business
Consultants Corp. -
Consultants to Escrow/Loan
Servicing Task Force
5/18-19/94 \$1,000

40-3157-4-0326

Shipley & Associates -
Executive Overview on NEPA
7/94 \$2,899

40-3157-4-0409

Labat Anderson -
Executive Overview on NEPA
9/5-23/94 \$2,982



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P03

Jim Coyle

Page 2

Contract/Purchase Order No.
43-3157-3-0113

Description of Services

Bob Archey -
Consultant Services to Lead
National Initiative on Rural
America through Series of
Meetings and Planning Sessions
6/28/93-9/30/93 \$13,600

43-3157-4-0015

Bob Archey -
Consultant Services to Lead
National Initiative on Rural
America through Series of
Meetings and Planning Sessions
10/1/93-9/30/94 \$7,457

40-3157-2-0965

Health Fitness Corporation -
Provide training conference to
FmHA Wellness and Employee
Assistance Coordinators
7/30/92-8/30/92 \$14,923

53-3157-3-0003

National Rural Water Assn. -
Rural Water Circuit Rider
Technical Assistance Program
10/1/92-9/30/93 \$4,300,000
10/1/93-9/30/94 \$4,361,623
10/1/94-9/30/95 \$4,579,704
10/1/95-9/30/96 \$4,808,689
10/1/96-9/30/97 \$5,049,123

53-3157-3-0028

Family Service Employee
Resources -
National Employee Assistance
Program
5/1/92-9/30/93 \$ 60,000
10/1/93-9/30/94 \$152,640
10/1/94-9/30/95 \$161,748
10/1/95-9/30/96 \$171,488
10/1/96-9/30/97 \$181,767

53-3157-2-0002

Booz Allen & Hamilton -
Training Requirements
1/30/92-9/30/93 \$ 311,659
10/1/93-9/30/94 \$1,760,390

53-3157-2-0004

International Business
Consultants Corp. -
Analysis of Single Family
Housing Loan Servicing System
3/10/92-9/18/92 \$321,046

1165 6475 Joan
Supp

Training Needs
massive
Needs Assessment

Repairs

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P04

Jim Coyle

Page 3

Contract/Purchase Order No.
53-3157-4-0007

du

53-3157-4-0003

Description of Services

ADC -

Training Assistance &
Environmental Services

8/12/94-9/30/94 \$300,000

projected to be worth \$1.8 M
over the base period above and
four fiscal year option
periods to end 9/30/98

ADC -

Transaction Screen

Questionnaire Training

1/3/94-7/1/94 \$38,973

Veronica M. Moss

VERONICA M. MOSS

Chief, Operations Branch

Procurement Management Staff

1165 475 Joan

*Trans. Mds.
Proc. Mds.*

*(1)
(2)*

Repd

7



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

Fm HA

SEP - 9 1994

SUBJECT: AmeriCorps Site Selection Approval

TO: Michael V. Dunn
Administrator
FmHA

Wilbur T. Peer
Acting Administrator
RDA

FROM: Jim Coyle
FmHA AmeriCorps
Coordinator

Dave Gibson
RDA AmeriCorps
Coordinator

This is to request your approval for the proposed allocation of AmeriCorps members in various FmHA field offices and EZ/EC applicant communities within the 6 AmeriCorps geographic regions.

A listing and maps of the proposed placement by AmeriCorps geographic region are attached. Each "cluster" has been given a name and is generally the central location to which members will travel for their weekly meetings and other activities. Both the list and maps include only the duty stations of the AmeriCorps members who will in fact be working in a number of additional counties. For instance, where an Empowerment Zone applicant has included more than one county in their strategic plan, the AmeriCorps member will most likely be working in the entire Zone.

Most State Directors generally indicated on their AmeriCorps "Site Information Forms" that they could accommodate no more than one member per field office. In siting members, therefore, we have by and large placed no more than one per location. A handful of field offices and EZ/EC applicant sites received two members, and this was usually due to the need to complete a minimum cluster of five members.

In creating these clusters, we responded to the nature and level of interest expressed on each of the site information forms, with concurrent regard for EZ/EC applicant communities in the vicinity. Therefore, we did not adhere to the estimated regional allocations that were contained in the initial AmeriCorps memo to State Directors (dated July 1) introducing the program. Upon your approval, we intend to notify the affected State Directors and confirm our decisions with them by telephone.

Please indicate your concurrence by signing at the bottom of this memorandum.



Farmers Home Administration is an Equal Opportunity Lender.
Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, D.C. 20250

If you have any questions or comments, or wish to schedule a meeting about this, please call either Jim Coyle at 690-3505, -6, or Dave Gibson at 720-9434.

CONCUR:


MICHAEL V. DUNN
Administrator
FmHA


WILBUR T. PEER
Acting Administrator
RDA

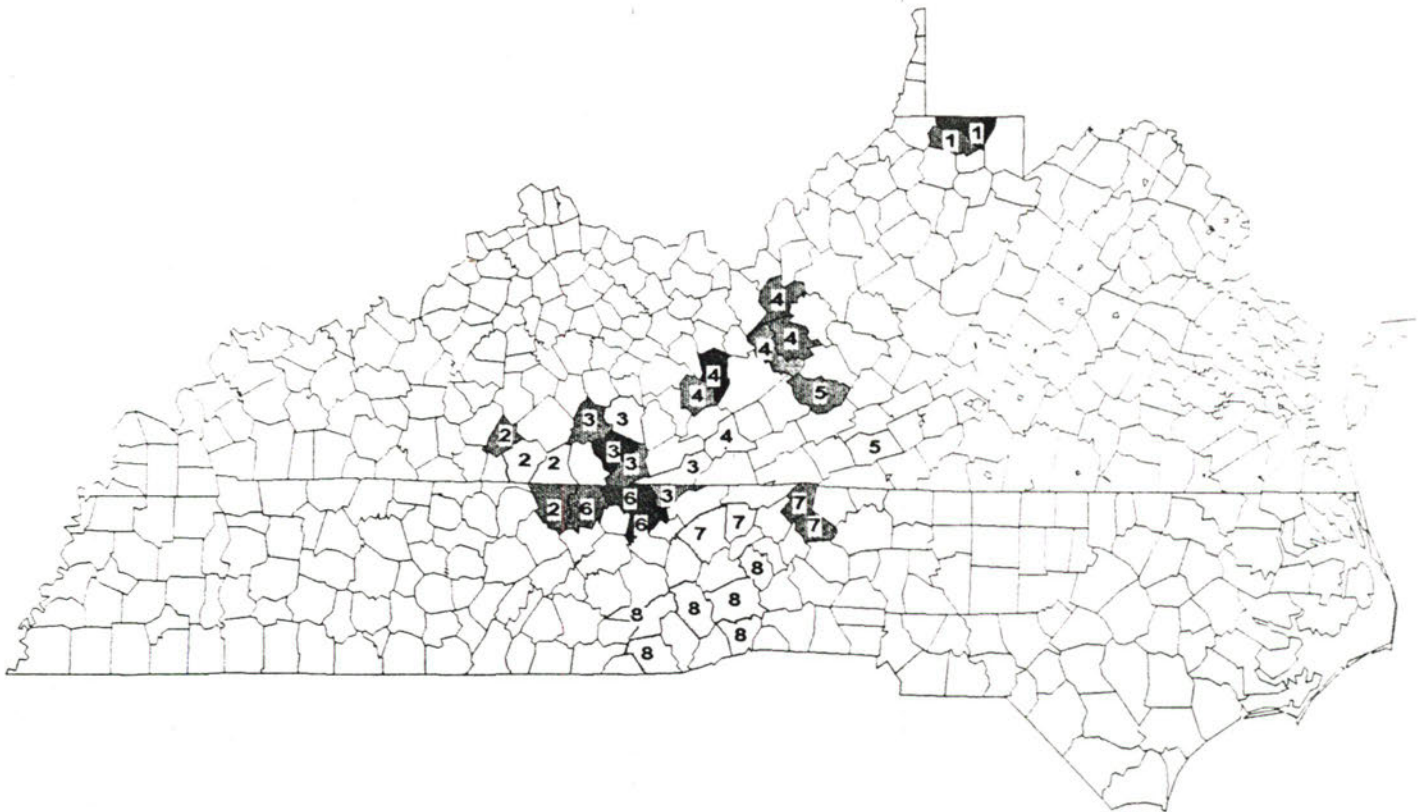
Attachment

AMERICORPS SITE PLACEMENT							
Appalachia							
Cluster Name	State	County	Town	Fm	FS	RD	SC
Morgantown	WV	Marion	Fairmont			1	
Morgantown	WV	Monongalia	Morgantown		2	1	1
Cluster Name	State	County	Town	Fm	FS	RD	SC
Whitley City	KY	McCreary	Whitley City		2		
Whitley City	KY	Wayne	Monticello	1			
Whitley City	KY	Russell	Russell Springs			1	
Whitley City	TN	Scott	Huntsville			1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Barbourville	KY	Clay	Big Creek		1		
Barbourville	KY	Knox	Barbourville	1		1	
Barbourville	KY	Laurel	London			1	
Barbourville	KY	Bell	Middlesboro			1	
Barbourville	TN	Hancock	Sneedville			1	
Barbourville	VA	Lee	Jonesville	1			
Cluster Name	State	County	Town	Fm	FS	RD	SC
Prestonburg	KY	Floyd	Prestonburg	1		1	
Prestonburg	KY	Knott	Hazard			1	
Prestonburg	WV	Lincoln	West Hamlin			1	
Prestonburg	WV	Logan	Logan City			1	
Prestonburg	WV	Mingo	Williamson		2	1	
Prestonburg	VA	Wise	Wise City		1		
Cluster Name	State	County	Town	Fm	FS	RD	SC
Wytheville	WV	McDowell	Wilcoe			2	
Wytheville	VA	Wythe	Wytheville		3		
Cluster Name	State	County	Town	Fm	FS	RD	SC
Tazewell	TN	Campbell	Jellico			1	
Tazewell	TN	Claiborne	Tazewell	1		1	
Tazewell	TN	Grainger	Rutledge		3		8

Cluster Name	State	County	Town	Fm	FS	RD	SC
Johnson City	TN	Washington	Johnson City		3		
Johnson City	TN	Greene	Greeneville	1			
Johnson City	TN	Johnson	Mountain City			1	
Johnson City	NC	Watauga	Boone			2	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Asheville	NC	Yancy	Burnsville	1			
Asheville	NC	Buncombe	Asheville		1		
Asheville	NC	Haywood	Waynesville	1			
Asheville	NC	Henderson	Hendersonville	1			
Asheville	NC	Macon	Franklin				
Asheville	NC	Swain	Cherokee		1		
Appalachia Total				9	19	20	9

APPALACHIA

AmeriCorps Site Clusters

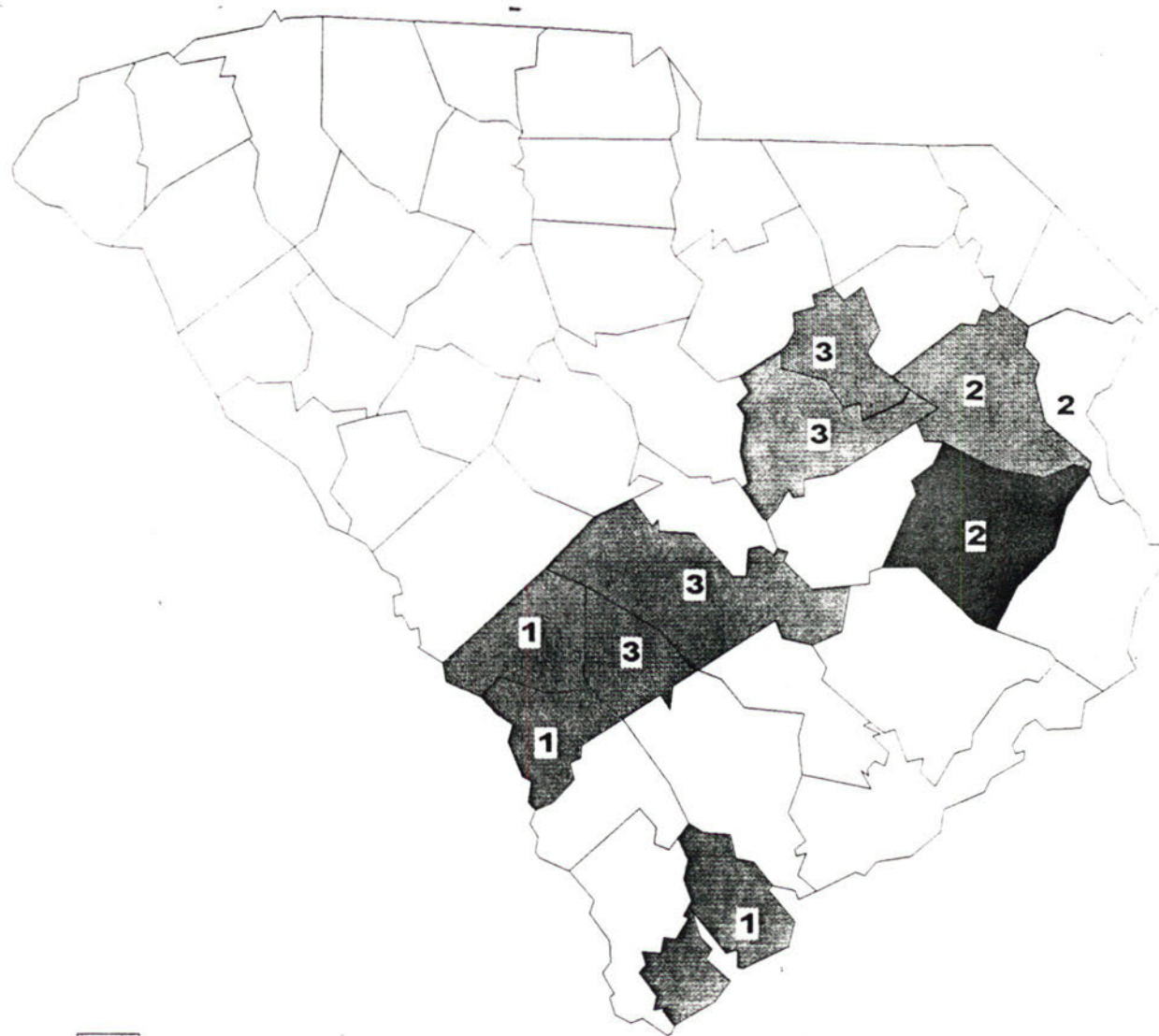


AMERICORPS SITE PLACEMENT

South Carolina							
Cluster Name	State	County	Town	Fm	FS	RD	SC
Allendale	SC	Allendale	Allendale	1		1	
Allendale	SC	Beaufort	Beaufort	1		1	
Allendale	SC	Beaufort	St. Helena City	1			
Cluster Name	State	County	Town	Fm	FS	RD	SC
Kingstree	SC	Marion	Marion	1			
Kingstree	SC	Williamsburg	Kingstree	1	5	1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Orangeburg	SC	Bamberg	Denmark	1			
Orangeburg	SC	Orangeburg	Orangeburg	1		2	
Orangeburg	SC	Sumter	Sumter	2		1	
South Carolina Total				9	5	6	0

SOUTH CAROLINA

AmeriCorps Site Clusters



FmHA



RDA



FmHA/RDA



RDA/Forest Service

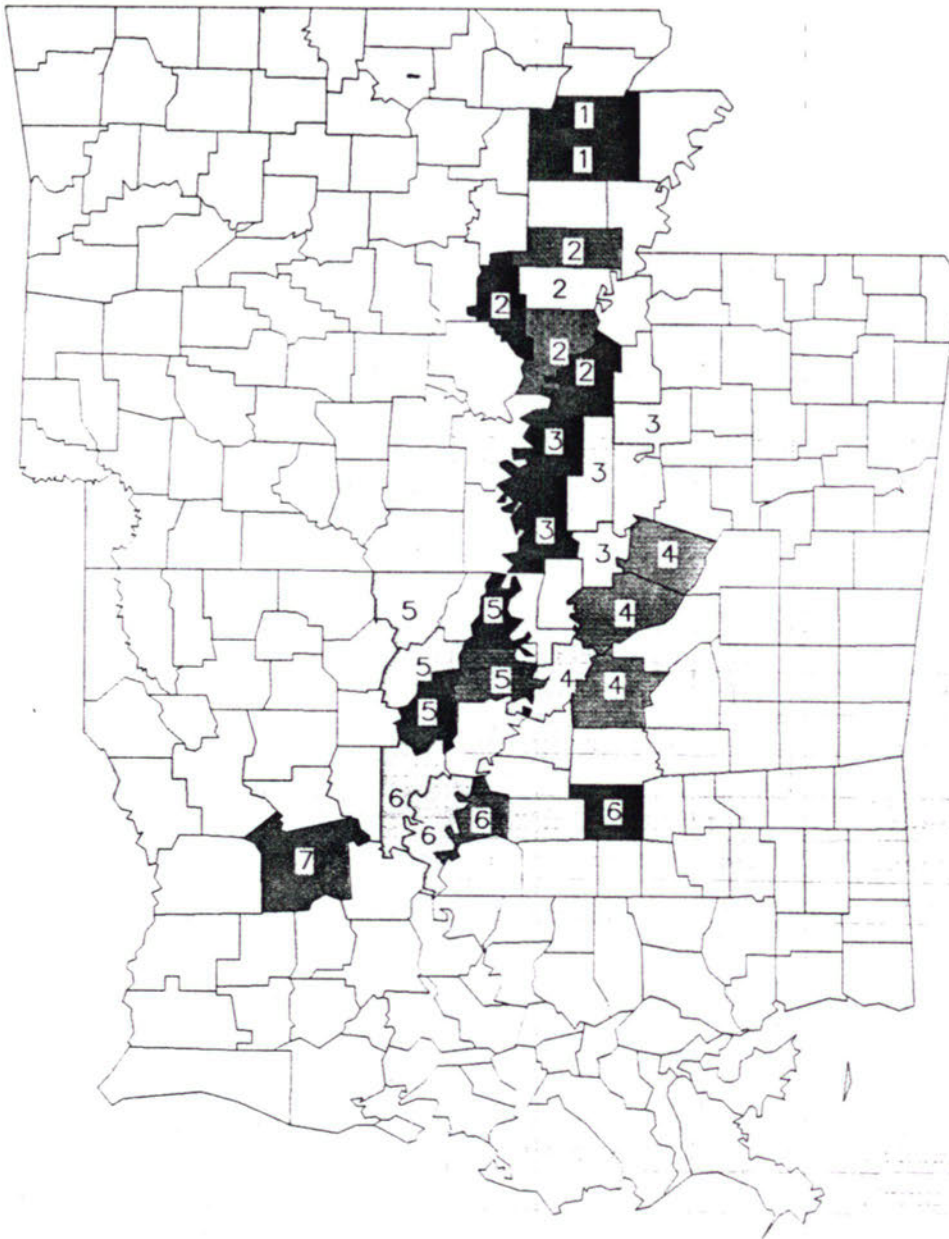
AMERICORPS SITE PLACEMENT

Delta							
Cluster Name	State	County	Town	Fm	FS	RD	SC
Jonesboro	AR	Craighead & Poinsett	Jonesboro	1	1	1	5
Cluster Name	State	County	Town	Fm	FS	RD	SC
Marianna	MS	Coahoma	Clarksdale		2	1	
Marianna	AR	Lee	Marianna		1		
Marianna	AR	Monroe	Brinkley			2	
Marianna	AR	Monroe	Holly Grove		1		
Marianna	AR	Phillips	Helena			1	
Marianna	AR	St. Francis	Forrest City	1		1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Indianola	MS	Bolivar	Cleveland			1	
Indianola	MS	Bolivar	Indianola		2		
Indianola	MS	Humphreys	Belgona		2		
Indianola	MS	Sunflower	Indianola	1			
Indianola	MS	Tallahatchie	Webb	1			
Indianola	MS	Washington	Greenville	1	2	1	
Indianola	MS	Washington	Stoneville	1	2	1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Jackson	MS	Hinds	Jackson	1			
Jackson	MS	Hinds	Edwards			1	
Jackson	MS	Hinds	Utica			1	
Jackson	MS	Holmes	Lexington	1		1	
Jackson	MS	Warren	Ridgeland	1			
Jackson	MS	Yazoo	Yazoo City	1		1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Tallulah	MS	Claiborne	Lorman	1		1	
Tallulah	LA	East Carroll	Lake Providence	1	1	1	
Tallulah	LA	Franklin	Winnsboro	1	2	1	
Tallulah	LA	Madison	Tallulah	1		1	2
Tallulah	LA	Morehouse	Bastrop	1			
Tallulah	LA	Richland	Rayville	1			

Cluster Name	State	County	Town	Fm	FS	RD	SC
Natchez	LA	Catahoula	Jonesville	1			
Natchez	LA	Concordia	Ferriday	1			
Natchez	MS	Adams	Natchez	1		1	
Natchez	MS	Lincoln	Brookhaven				5
Cluster Name	State	County	Town	Fm	FS	RD	SC
Alexandria	LA	Winn	Winnfield		1		
Alexandria	LA	Rapides	Gardner				1
Alexandria	LA	Rapides	Boyce			1	
Alexandria	LA	Rapides	Pineville		1		
Alexandria	LA	Rapides	Alexandria				5
Delta Total				19	18	19	18

MISSISSIPPI DELTA

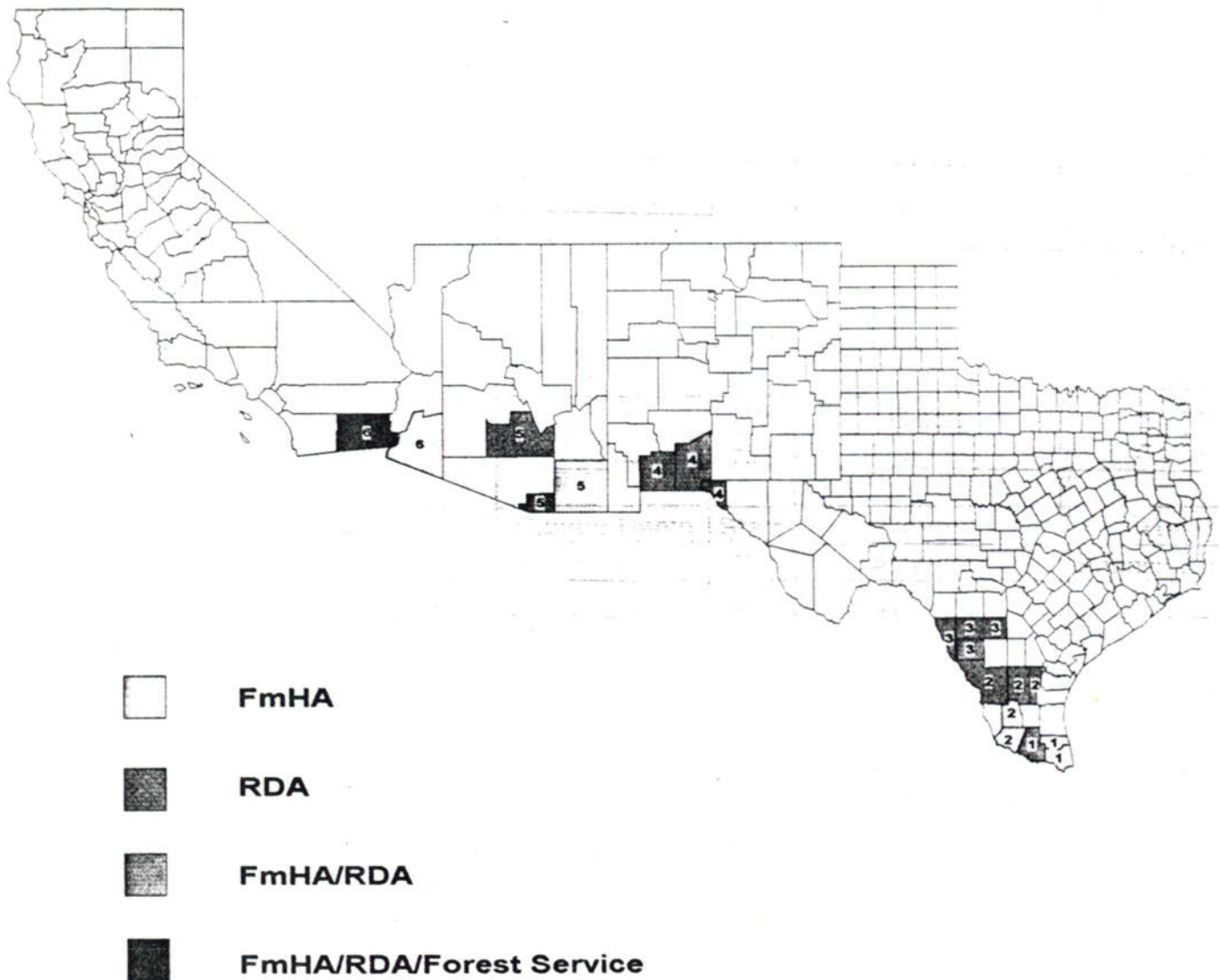
AmeriCorps Site Clusters



AMERICORPS SITE PLACEMENT							
Colonias							
Cluster Name	State	County	Town	Fm	FS	RD	SC
San Benito	TX	Hidalgo	Weslaco			1	
San Benito	TX	Cameron	San Benito	1			
San Benito	TX	Hidalgo	Edinburg	2			
San Benito	TX	Willacy	Raymondville	1			
Cluster Name	State	County	Town	Fm	FS	RD	SC
Hebbronville	TX	Duval	San Diego			1	
Hebbronville	TX	Jim Hogg	Hebbronville	1			
Hebbronville	TX	Jim Wells	Alice			1	
Hebbronville	TX	Starr	Rio Grande City	1			
Hebbronville	TX	Webb	Laredo			1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Carrizo Springs	TX	Dimmit	Carrizo Springs	1		1	
Carrizo Springs	TX	Frio	Devine			1	
Carrizo Springs	TX	Maverick	Eagle Pass			1	
Carrizo Springs	TX	Zavala	Unvalde			1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Las Cruces	NM	Dona Ana	Las Cruces	1		2	
Las Cruces	TX	El Paso	El Paso	1		1	
Las Cruces	NM	Luna	Deming	1		1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Wilcox	AZ	Cochise	Douglas	1			
Wilcox	AZ	Pinal	Eloy			1	
Wilcox	AZ	Cochise	Wilcox	1			
Wilcox	AZ	Santa Cruz	Nogales	1		1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
El Centro	AZ	Yuma	San Luis	1			
El Centro	CA	Imperial	El Centro	2	1	1	
Colonias Total				16	1	15	0

COLONIAS

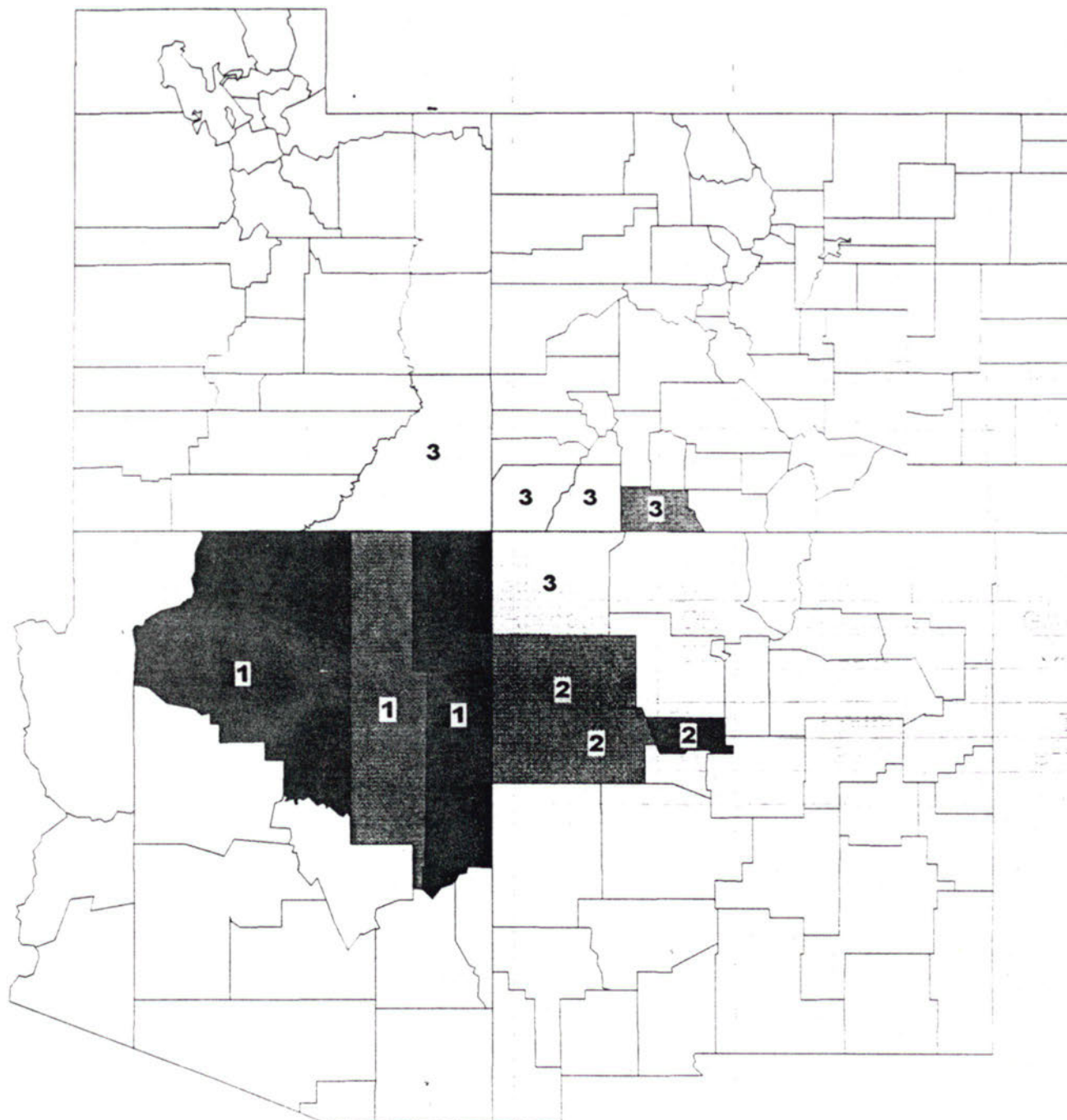
AmeriCorps Site Clusters



AMERICORPS SITE PLACEMENT							
Four Corners							
Cluster Name	State	County	Town	Fm	FS	RD	SC
Holbrook	AZ	Apache	Springerville		1		
Holbrook	AZ	Apache	Window Rock	1			
Holbrook	AZ	Coconino	Flagstaff	1	1	1	
Holbrook	AZ	Navajo	Holbrook		1		8
Cluster Name	State	County	Town	Fm	FS	RD	SC
Grants	NM	Bernalillo	Albuquerque	1	1		3
Grants	NM	Cibola	Grants			1	
Grants	NM	McKinley	Gallup			1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Aztec	CO	Archuleta	Pagosa Springs		1		
Aztec	CO	La Plata	Durango		1		6
Aztec	CO	Montezuma	Mancos		1		
Aztec	UT	San Juan	Monticello		3		
Aztec	NM	San Juan	Aztec	1			
Four Corners Total				4	10	3	17

FOURCORNERS

AmeriCorps Site Clusters

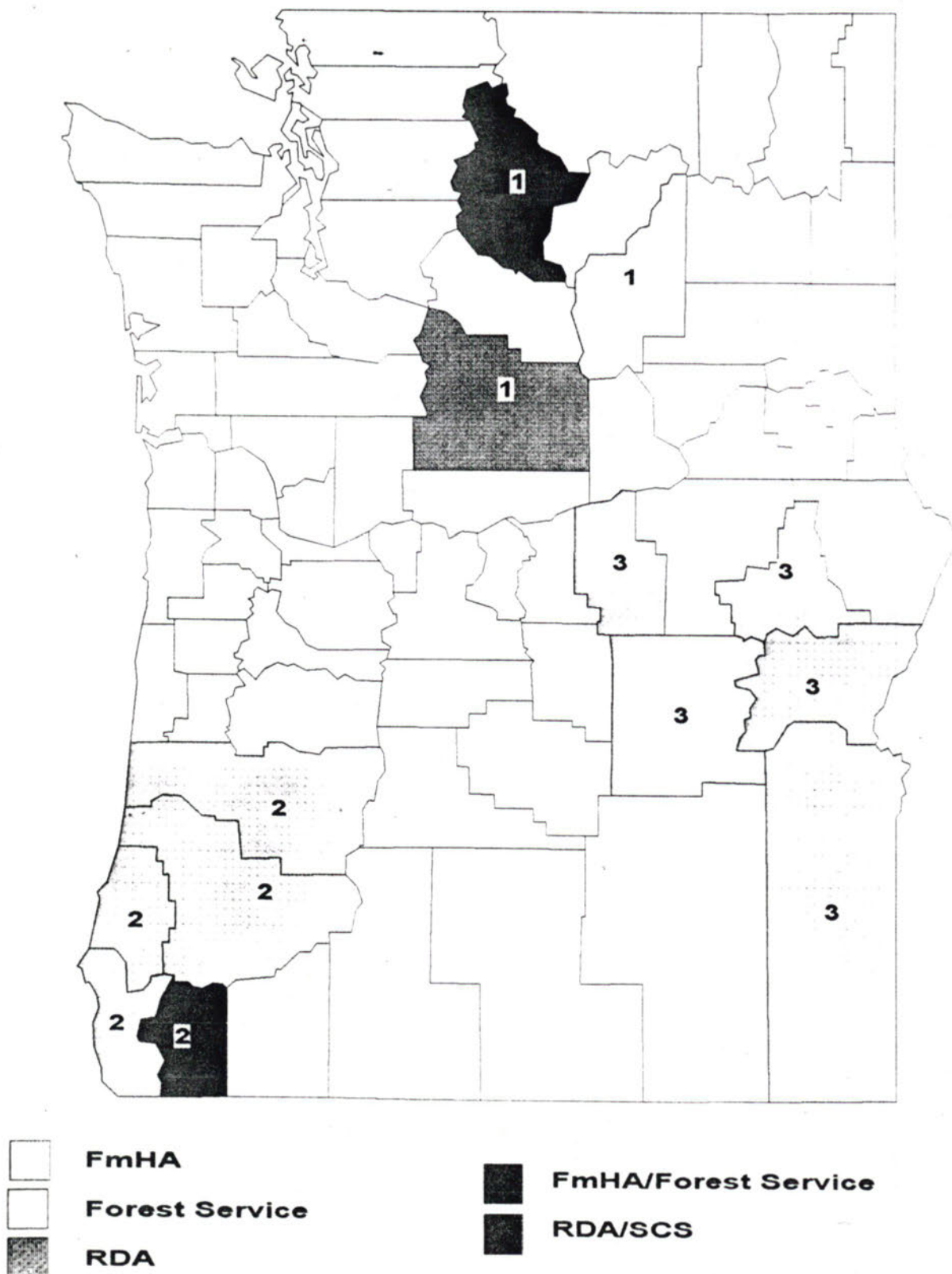


- | | | | |
|---|---------------------|---|-------------------------|
|  | FmHA |  | SCS/Forest Service |
|  | Forest Service |  | FmHA/RDA/Forest Service |
|  | RDA |  | FmHA/SCS/Forest Service |
|  | FmHA/Forest Service | | |

AMERICORPS SITE PLACEMENT							
Pacific Northwest							
Cluster Name	State	County	Town	Fm	FS	RD	SC
Wenatchee	WA	Chelan	Wenatchee	2	2		
Wenatchee	WA	Grant	Moses Lake			1	
Wenatchee	WA	Yakima	Yakima			1	
Cluster Name	State	County	Town	Fm	FS	RD	SC
Roseburg	OR	Coos & Curry	Coquille	1			
Roseburg	OR	Douglas	Roseburg	1			
Roseburg	OR	Josephine	Grants Pass			1	5
Roseburg	OR	Lane	Oakridge	1			
Cluster Name	State	County	Town	Fm	FS	RD	SC
La Grande	OR	Baker	Baker City	1			
La Grande	OR	Grant	John Day		1		
La Grande	OR	Malheur	Ontario	1			
La Grande	OR	Morrow	Pendleton	1			
La Grande	OR	Union	La Grande	1			
Pacific Northwest Total				9	3	3	5

PACIFIC NORTHWEST

AmeriCorps Site Clusters





FmHA

JUN 23 1984

SUBJECT: USDA/FmHA/RDA AmeriCorps Regional Directors

TO: Wilbur T. Peer
Administrator
Rural Development Administration (RDA)

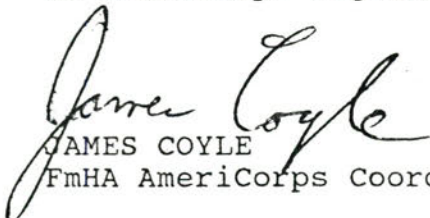
Michael V. Dunn
Administrator
Farmers Home Administration (FmHA)

This is to inform you of the recent decision by the USDA AmeriCorps Coordinator, Joel Berg, to assign USDA/AmeriCorps Regional Rural Development Team Coordinators throughout the country. FmHA and RDA have each been asked to assign one full-time (FTE) field office employee to serve as a "regional coordinator" to direct the interagency teams involved in rural development activities.

These coordinators will oversee all USDA AmeriCorps participants and site supervisors in their region. Of the 11 AmeriCorps geographic regions, FmHA/RDA has been asked to dedicate coordinators in the following two regions: FmHA in the Colonias region and RDA in the Mississippi Delta region.

Each AmeriCorps Coordinator will have responsibility for all USDA AmeriCorps workers, not just FmHA/RDA participants. This concept is being used to ensure adherence to AmeriCorps program goals and objectives as well as to foster teamwork among the different USDA agencies.

For your information, a position description outlining in general terms the proposed activities and responsibilities of an AmeriCorps Regional Coordinator is attached.


JAMES COYLE
FmHA AmeriCorps Coordinator

Attachment

CONCUR: 
MICHAEL V. DUNN
Administrator
FmHA

CONCUR: _____
WILBUR T. PEER
Acting Administrator
RDA



AmeriCorps Rural Development Team Regional Coordinator - Proposed Responsibilities

The proposed major responsibilities of the AmeriCorps RDT Regional Coordinator in each of the eleven AmeriCorps project regions are two-fold:

- o to ensure that the goals, objectives, and spirit of the AmeriCorps program are met, and
- o to foster teamwork and cooperation among the RDT USDA agencies (ASCS, FmHA, FS, RDA, and SCS) in the performance of their tasks and duties.

Each RDT Regional Coordinator will monitor and organize AmeriCorps activities within the region and provide the primary communication link between the AmeriCorps project sites and the various USDA offices. The Coordinator will inform the National Office of significant developments affecting field office operations in relation to AmeriCorps objectives, establish communication links between National Office and field staff, and attend periodic planning and training sessions regarding overall AmeriCorps/USDA operation.

Coordinators will have general oversight over all AmeriCorps project sites and will provide information and assistance to site supervisors, inspect projects, write reports, and develop more effective means of communication. They will suggest changes and improvements in AmeriCorps procedures, plan for future activities and projects, coordinate team building activities, encourage team spirit and responsible citizenship.

Coordinators will research and determine site, community and regional economic, social and development issues and priorities. They will use findings to define and refine AmeriCorps program goals, objectives, and procedures to suggest new projects.

Coordinators will actively solicit and receive local and regional input, suggestions, comments, complaints, etc., about the program. They will address meetings, conferences and different community events to accurately inform the public about the USDA/AmeriCorps program. They will engage in a variety of public relations activities such as press conferences, media relations, and preparing news releases.

Regional Coordinators will engage in a wide variety of recruitment activity. They will establish links with pertinent sources of participants in the region, develop new sources and ideas for furthering recruitment goals based on a knowledge of indigenous situations and priorities, and facilitate AmeriCorps program recruitment activities wherever possible.

Coordinators will perform other relevant duties as assigned.

Hotline

USDA/AMERICORPS PROJECT MANAGERS
HOTLINE EVALUATION SURVEY

(EDITOR'S NOTE: I am trying to evaluate the USDA/AmeriCorps hotline to determine its effectiveness as part of planning for next year. I would appreciate if you would take five minutes and fill out the following one-page survey. You can mail it to me, USDA, Room 541-A, 14th and Independence Aves. SW, Washington, DC 20250, or fax it to (202) 720-4614. Thanks in advance, Katherine Gibney, coordinator of recruitment.)

1. Were you aware of the 1-800 USDA/AmeriCorps recruitment hotline in Washington? YES ☐ NO ☐ (This hotline was separate from a 1-800 hotline sponsored by the Corporation for National and Community Service.)
2. Were you aware that we mailed out brochures, applications, and a list of sites and the names, addresses, and telephone numbers of directors to anyone who called the line? YES ☐ NO ☐
3. Were you aware that callers throughout the country sent back response forms from the brochures we mailed out and we kept them on file by state here in the Washington office? YES ☐ NO ☐
4. Did you receive any calls from people who got your name from the site list mailed from this office? YES ☐ NO ☐ If yes, how many? Did you end up hiring anyone who called? YES ☐ NO ☐ If yes, how many?
5. Did you receive response forms generated by our hotline during the August USDA/AmeriCorps training in Washington? YES ☐ NO ☐ If so, did you interview any of these people? YES ☐ NO ☐ If yes, approximately how many? Did you hire any of these people? YES ☐ NO ☐ If yes, how many?
6. Did you request at any time the names of possible recruits whose response forms were on file here? YES ☐ NO ☐ If yes, did you interview any of these people? YES ☐ NO ☐ If yes, approximately how many? Did hire any people from the names you were sent from the USDA hotline? YES ☐ NO ☐ If yes, how many?
7. Did you request at any time the names of possible recruits obtained through the hotline sponsored by the Corporation for National and Community Service? YES ☐ NO ☐ If yes, did you hire any people from the names you were sent from the Corporation? YES ☐ NO ☐ If yes, how many?
8. Whether you used the USDA hotline or not, do you think a centralized hotline for USDA programs only is useful? YES ☐ NO ☐ Any suggestions about how the hotline could be improved to better assist the field in recruiting?
9. Any suggestions about how the Washington office could be helpful to you with regard to recruiting in general, especially in relation to diversity?